

PRIVATE WATER DISCHARGE APPROVAL APPLICATION

Municipal Code Chapter 681 Sewers

Environmental Monitoring & Protection (EM&P)

PRIVATE WATER DISCHARGE APPROVAL APPLICATION

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SECTION 1: KEY DEFINITIONS

1) PRIVATE WATER means water originating from:

- A. Storm water and/or groundwater accumulating or collected on private lands; or
- B. A private drainage or waterworks systems; or
- C. A well or any other subsurface extraction of groundwater; or
- D. A permanent or temporary wastewater pond, water retention site or other area or site of surface water collection, whether natural or man-made, created, used or caused by or for renovation, repair, maintenance, demolition, construction-related or land development activity or activities; or
- E. A tank, tanker truck, vessel, or other means of water storage and not supplied by the City; or
- F. The permanent or temporary alteration of a natural or pre-existing drainage pattern; or
- G. Any combination of the above-noted activities, where the water from such activity would be discharged directly or indirectly to a municipal storm sewer or municipal sewer connection thereto and such activity is related to renovation, repair, maintenance, demolition construction or land development activity or activities at a property.

2) FOUNDATION DRAIN

A perforated pipe installed beneath the foundation of a building or a structure for the purpose of collecting flows from groundwater infiltration and conveying the flows to a sump pump for disposal on the surface of the ground or a private service connection or drainage system for disposal in a municipal sewer.

3) MUNICIPAL SEWER CONNECTION

That part of any drain leading from the private sewer connection and connected to the municipal sewer and located within the limits of the public road allowance, or other public lands or public land interests held for sewerage purposes.

4) PRIVATE SEWER CONNECTION

That part of any drain or system of drains, including drains or subsurface drainage pipes for surface or subsurface drainage of the land in or adjacent to a building, lying within the limits of the private lands and leading to a municipal sewer connection.

5) PRIVATE WATER DRAINAGE SYSTEM (PWDS)

A subsurface drainage system which may consist of but is not limited to weeping tile(s), foundation drain(s), private water collection sump(s), private water pump or any combination thereof for the disposal of private water on the surface of the ground or to a private sewer connection or drainage system for disposal in a municipal sewer.

6) SURFACE WATER

Water originating from the release of water vapour from the atmosphere that falls upon and spreads or flows across the land's surface.

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7) WEEPING TILE

A perforated pipe installed along the perimeter of a building or structure for the purpose of collecting flows from groundwater and/or surface water infiltration and conveying the flows to a sump pump for disposal on the surface of the ground or a private service connection or drainage system for disposal in a municipal sewer.

8) MAINTENANCE ACCESS HOLE (MAH)

An access point in a private sewer connection to allow for observation, sampling and flow measurement of the sewage, uncontaminated water or storm water therein.

For a complete list of definitions relating to the discharge of Private Water, reference Toronto Municipal Code Chapter 681 Sewers, Section 1 at:

http://www.toronto.ca/legdocs/municode/1184_681.pdf

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SECTION 2: GENERAL INFORMATION

General Prohibitions

All discharges of Private Water to the City of Toronto's sewage works are prohibited unless authorized through the issuance of a Private Water discharge approval by the General Manager of Toronto Water under City of Toronto Municipal Code Chapter 681, Sewers (the "Sewers By-Law"). The approval may come in the form a permit or agreement.

Private Water Connections to Municipal Storm Sewer

See § 681-11R(2), § 681-4K and § 681-6 of the Sewers By-Law.

Private Water Connections to Municipal Sanitary Sewer

See § 681-2C(1) and § 681-6 of the Sewers By-Law.

EXEMPTION/APPROVAL PROCESS

TYPES OF APPROVALS

1. SHORT TERM PRIVATE WATER DISCHARGE APPROVAL (BY WAY OF A PERMIT OR AGREEMENT)

This type of approval is intended for discharge activities, such as site remediation and construction dewatering, which are to be completed within a relatively short period of duration (generally, 1 year or less).

2. LONG TERM PRIVATE WATER DISCHARGE APPROVAL (BY WAY OF AN AGREEMENT)

This type of discharge approval is intended for discharge activities which are long term in nature, such as where the premises will have a PWDS discharging to a municipal sewer connection for an extended duration (e.g. lifetime of the building). This type of approval is granted for terms of up to one (1) year and may be renewable.

INFORMATION/REPRESENTATIONS

Detailed information, samples and studies relating to the **quality, quantity and flow rate** of the discharge must be provided to Toronto Water before an approval for Private Water discharge to the municipal sewer and/or municipal sewer connection can be considered by the City. The Private Water quality requirements for discharge approval into either the sanitary/combined sewer or the storm sewer can be found in Section 2 and Section 4 respectively, of Toronto Municipal Code Chapter 681 Sewers: http://www.toronto.ca/legdocs/municode/1184_681.pdf

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An approval for the discharge of Private Water and the issuance of an agreement or permit by the City relies on the information and representations provided in the application.

If any information or representation in this application is false, incomplete, inaccurate or misleading, without limiting any other right or remedy of the City, the City may cancel or terminate the approval and any agreement or permit issued by the City in respect to that application.

If any information or representation set out in or relating to this application changes at any time after the date of submission, then the applicant must notify the City immediately and provide all necessary details of the change. In the event the applicant fails to do so or the change detrimentally affects the approval, as determined by the City, the approval and any agreement or permit that may have been issued by the City may be cancelled, terminated or amended, as determined by the City, all in the City's sole discretion.

Applications are subject to the terms and conditions of Toronto Municipal Code Chapter 681 Sewers and applicable Provincial and Federal Legislation.

SECTION 3: APPLICATION REQUIREMENTS

The application requirements differ based on the type of Private Water discharge approval being requested.

1. If a **SHORT TERM** Private Water discharge approval is required, complete:

Section 5: Contact Information **Form 1** and Form 1 Application Checklist;

and

Section 6: Short Term Private Water Application **Form 2** and Form 2 Application Checklist

2. If a **LONG TERM** Private Water discharge approval is required, complete:

Section 5: Contact Information **Form 1** and Form 1 Application Checklist

and

Section 7: Long Term Private Water Application **Form 3** and Form 3 Application Checklist

3. If both **SHORT and LONG TERM** Private Water discharge approvals are required, complete:

Section 5: Contact Information **Form 1** and Form 1 Application Checklist

and

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Section 6: Short Term Private Water Application **Form 2** and Form 2 Application Checklist

and

Section 7: Long Term Private Water Application **Form 3** and Form 3 Application Checklist

If the applicant proposes to install a Private Water Drainage System (PWDS) or if the underground structure of the premises is designed to have a PWDS and/or will have a direct or indirect discharge to the City sewage works, then the short term Private Water discharge approval will not be issued unless a long term Private Water application has also been completed and submitted. In this case, complete and full submissions of **Form 1**, **Form 2** and **Form 3** are required as noted above.

GENERAL INSTRUCTIONS FOR COMPLETION:

- All applicable sections must be: completed in full, including submission of all supporting documentation; true and accurate in all respects; and signed by the applicant to be considered for approval by Toronto Water. The applicant shall be the legal entity (person, partnership or corporation) proposed to be named in the permit or agreement. The applicant is responsible for all obligations of the discharger under the permit or agreement.
- Applications, or parts or supporting documents thereof, that require an professional engineer's stamp, must be signed and stamped by a professional engineer licensed to practice in the Province of Ontario, Canada and qualified in the subject matter.
- All required information and attachments must be provided. Use additional pages as required. If a section does not apply, please indicate by writing "N/A" or the application will be considered incomplete.
- Where a long term discharge is proposed to be discharged to a sanitary or combined sewer, a written summary of alternative options that the applicant had considered prior to making the proposal to discharge to the sanitary or combined sewer, and why they have not been utilized, must be included. Without limiting the foregoing, the summary must include a detailed explanation as to why an underground watertight structure or on-site water containment strategy or long term discharge to the storm sewer are not possible or feasible.
- **Incomplete applications will not be processed**
- **The review and consideration of completed applications by Toronto Water requires a minimum of eight to twelve weeks.**
- **A consultation meeting may be required depending on the complexity of the proposed project. For more information, please contact the Private Water discharge line at (416) 338-7471.**

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SUBMISSION GUIDELINES:

All completed applications, together with all supporting required documentation must be submitted **both** electronically **and** by mail as indicated below.

The submission of the application by mail must include all forms and must be printed on standard letter size pages (8.5" x 11") with the exception of all engineering drawings which must be submitted at a minimum size of 24" x 36".

BY EMAIL:	BY MAIL:
pwapplication@toronto.ca	Toronto Water Environmental Monitoring & Protection Unit 2126 Kipling Avenue, Toronto, Ontario M9W 4K5

The most up to date application form must be used when completing applications. Check the private water website at www.toronto.ca/privatewater to see the current version of the application form.

SECTION 4: FEES (ALL FEES ARE SUBJECT TO ADJUSTMENT BY CITY COUNCIL FROM TIME TO TIME AND CHAPTERS 441, 681 AND 849 OF THE MUNICIPAL CODE)

SANITARY / COMBINED SEWER DISCHARGE FEE:

- Currently, the fee for the discharge of Private Water to the municipal sanitary or combined sewer system is fifty seven percent (57%) of the City of Toronto's Block 1 water rate.
- Where the total fee for one year or lesser term would be \$500.00 or less the minimum fee of \$500.00 will be applied.

STORM SEWER DISCHARGE FEE:

- Currently, there is no fee for the discharge of Private Water to a municipal storm sewer.
- Any discharge of Private Water that indirectly discharges to the municipal sanitary and/or combined sewer system by way of initial discharge to a storm sewer system will be subject to sanitary discharge fees applied to the total amount of Private Water discharged.

Rates are set out in Chapter 441, Fees and Charges:
http://www.toronto.ca/legdocs/municode/1184_441.pdf

PRIVATE WATER DISCHARGE APPROVAL APPLICATION**FOR OFFICE USE ONLY:**

Reference Number	Date Received	Complete Application (Y/N)	Initials

SECTION 5: CONTACT INFORMATION (FORM 1)**5.1 APPLICANT INFORMATION:**

The applicant shall be the legal entity (person, partnership or corporation) proposed to be named in the permit or agreement.

Name of Applicant for Proposed Permit or Agreement (provide full legal name of the individual, partnership or corporation):	
	(the "Applicant")
<ul style="list-style-type: none"> INCLUDE government issued identification of the full legal name of the individual, partnership or corporation and, where applicable, a true copy of business name registration, Letters of Incorporation, Letters Patent, Charter, partnership registration, most recent Form 1-Initial Notice-Notice of Change and any amendments or changes to the foregoing, <u>with the Application</u>. 	
The Applicant is: <input type="checkbox"/> a Corporation <input type="checkbox"/> an Individual (incl. Sole Proprietorship) <input type="checkbox"/> a Partnership	
In the case where the Applicant is not an individual , provide the full legal name of the authorized representative of the Applicant who has the authority to bind the Applicant and will sign the permit or agreement on behalf of the Applicant (the "Authorized Representative"):	
Applicant Mailing Address (Street Number, Name, Suite/Unit Number, City/Town, Province, Postal Code):	
Applicant Telephone Number: (available 24 hours)	Ext.
Applicant Email:	
Authorized Representative's Title:	
Authorized Representative Mailing Address (Street Number, Name, Suite/Unit Number, City/Town, Province, Postal Code):	

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Authorized Representative Telephone Number: (available 24 hours)	Ext.	
Authorized Representative Email:		
Is the Applicant for the proposed Permit or Agreement:		
1. Also the property owner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. A lessee of the premises?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. The operator of, and in control of, the sewer and/or drainage system on the premises?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

5.2 PROPERTY OWNER INFORMATION:

For the purposes of this Application, the term "Property Owner" shall mean all owners of the premises.

Property Owner's Name (provide full legal name of the individual, partnership or corporation):	
<ul style="list-style-type: none"> Where there is more than one owner of the premises, indicate and identify all owners and the type and manner of ownership. Attach additional pages, where necessary. INCLUDE government issued identification of the full legal name of the individual, partnership or corporation and, where applicable, a true copy of business name registration, Letters of Incorporation, Letters Patent, Charter, partnership registration, most recent Form 1-Initial Notice-Notice of Change and any amendments or changes to the foregoing, <u>with the Application</u>. 	
The Property Owner is: <input type="checkbox"/> a Corporation <input type="checkbox"/> an Individual (incl. Sole Proprietorship) <input type="checkbox"/> a Partnership	
Mailing address of the Property Owner (Street Number, Name, Suite/Unit Number, City/Town, Province, Postal Code):	
<input type="checkbox"/> same as Applicant (check if applicable or continue to complete all sections below)	
Property Owner (or Representative of Property Owner) Telephone Number:	Ext.
Property Owner (or Representative of Property Owner) Email:	
Secondary Contact for Property Owner (if applicable):	

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Name (First, Last) and Title:			
Telephone Number:	Ext.	Email:	
<p>If the Applicant is not the Property Owner, attach with this Application a signed letter of authorization from the Property Owner consenting to the proposed discharge from the premises and acknowledging the Property Owner's obligations under Chapter 681 of the City of Toronto Municipal Code in respect to discharges from the premises.</p>			

5.3 BILLING CONTACT INFORMATION:

Full Legal Name of Individual/Partnership/Corporation:			
Full Mailing Address (Street Number, Name, Suite/Unit Number, City/Town, Province, Postal Code):			
Contact Name (First, Last) and Title:			
Telephone Number:	Ext.	Email:	

5.4 ADDITIONAL CONTACT INFORMATION FOR ANY TECHNICAL ADVISORS TO THE APPLICANT:

Full Legal Name of Individual/Partnership/Corporation:			
Full Mailing Address (Street Number, Name, Suite/Unit Number, City/Town, Province, Postal Code):			
Contact Name and Title:			
Telephone Number:	Ext.	Email:	
<p>Where applicable, identify any authority and extent of such authority granted to this person, partnership or corporation and attach with this Application a signed letter of authorization from the Applicant or Property Owner, as the case may be.</p>			

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5.5 FORM 1 APPLICATION CHECKLIST		
Yes	N/A	
		Has Form 1 been completed in its <u>entirety</u>?
		If the <u>Applicant</u> is an individual , has a true copy of a government issued identification of the full legal name of the individual (Examples: Passport, driver's license) been included?
		If the <u>Applicant</u> operates under a business name , has a true copy of the business name registration been included?
		If the <u>Applicant</u> is a corporation , have the Letters of Incorporation/ Letters Patent/Charter, Form 1 (Initial Notice/Notice of Change) and any amendments or changes to the foregoing, as applicable, been included?
		If the <u>Applicant</u> is a Limited or General Partnership has a true copy of the partnership registration and any amendments or changes to the foregoing, as applicable (Examples: Partnership Declaration Form 3, Partnership Declaration Form 5), been included?
		If there is more than one owner of the premises, have additional pages indicating and identifying all owners, and the type and manner of ownership been included?
		<u>If the Applicant is not the Property Owner</u> has a true copy of a government issued identification for the property owner been included?
		<u>If the Applicant is not the Property Owner</u> , has a signed letter of authorization from the Property Owner consenting to the proposed Private Water discharge from the premises been included?
		<u>If the Applicant has a technical advisor</u> , has a signed letter of authorization from the Applicant or Property Owner, identifying any authority and extent of such authority granted to this person or firm been attached with this Application?

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FOR OFFICE USE ONLY:

Reference Number	Date Received	Complete Application (Y/N)	Initials

SECTION 6: SHORT TERM PRIVATE WATER DISCHARGE APPLICATION (FORM 2)

In accordance with subsections 681- 2C, 681- 4K, 681-6 and 681-10 of Chapter 681 of the City of Toronto Municipal Code ("Chapter 681"), as applicable.

An application for a short term Private water approval is intended for discharge activities, such as site remediation and construction dewatering, which are to be completed within a relatively short period of duration (generally, 1 year or less).

Complete this Section 6, Form 2 and Form 2 Application Checklist, both in their entirety if the premises requires a short term Private Water discharge approval.

Check this box if the premises is *not* applying for a short term Private Water discharge approval.

6.1 SHORT TERM PROPOSED DISCHARGE LOCATION	
Provide the full municipal address of the property from where the discharge will occur (the "premises"):	
Toronto, Ontario	
Street No. and Street Name	Postal Code
and INCLUDE as an Attachment:	
<ul style="list-style-type: none"> a photograph of the Discharge Location and a map or sketch of the Discharge Location indicating City catch basin(s), where applicable, City sewer and maintenance access hole locations; where the Discharge Location is to a private sewer on the premises, or an existing private sewer service connection on the premises which is directly or indirectly connected to City sewage works, provide plumbing drawing(s) showing the private sewer system and its connection to the City sewage works. Provide a site servicing plan or CCTV investigation report showing the connection from the private sewer to the City sewage works in the event that the discharge approval or discharge agreement expires or is suspended or terminated by the City or the City otherwise can no longer accept the approved private water discharge into the City sewage works under the terms of the discharge agreement, in equity, common law or by law, a written summary from the applicant must be included with this application outlining the proposed alternative method for the disposal of private water. An alternative method of disposal is required by the discharge agreement in the event of any of the foregoing occurring. 	

6.2 TYPE OF CITY SEWAGE WORKS PROPOSED FOR SHORT TERM DISCHARGE	
<input type="checkbox"/> City Sanitary / Combined Sewer	<input type="checkbox"/> City Storm Sewer

6.3 SOURCE OF SHORT TERM DISCHARGE WATER (Check off all that apply)			
<input type="checkbox"/>	Storm water and/or groundwater accumulating or collected on private lands	<input type="checkbox"/>	A permanent or temporary wastewater pond, water retention site or other area or site of surface water collection
<input type="checkbox"/>	Private drainage or waterworks system	<input type="checkbox"/>	The permanent or temporary alteration of a natural or pre-existing drainage pattern

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<input type="checkbox"/>	A well or other subsurface extraction of groundwater	<input type="checkbox"/>	Other (please specify):
<input type="checkbox"/>	Water stored in a tank, tanker truck, vessel or other means of storage not supplied by the City		

6.4 Ministry of the Environment, Conservation and Parks (MECP) REQUIREMENTS

Does the Applicant have a Permit to Take Water ("PTTW") or Environment Activity Sector Registry ("EASR") for the premises issued by the Ministry of the Environment, Conservation and Parks ("MECP")?

<input type="checkbox"/> PTTW	<input type="checkbox"/> EASR	<input type="checkbox"/> None	(check one)
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If the Applicant has a PTTW or EASR for the premises, attach a true copy of the PTTW or EASR, as applicable.

Is a true copy of the PTTW attached to this Application (if applicable)?	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
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Is a true copy of the EASR attached to this Application (if applicable)?	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
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If the PTTW or EASR holder is not the same as the Applicant named in this application, an authorization letter from the PTTW or EASR holder must be attached to this form.

6.5 DETAILED PROJECT DESCRIPTION (attach additional pages as required)

Provide a written summary which includes the following information:

- a. Average groundwater level on property
- b. Depth of excavation
- c. Proposed number of underground levels
- d. Site grade elevation
- e. Number of towers, Number of podiums
- f. Summary of development phases
- g. Contamination history of soil and/or groundwater for the premises (if applicable)

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Please Enter Details:

6.6 DURATION OF PROPOSED SHORT TERM DISCHARGE			
Start Date (yyyy-mm-dd)		End Date (yyyy-mm-dd)	
Proposed Maximum Flow Rate of Peak Discharge (litres/minute)		Proposed Maximum Number of Hours of Discharge per Day (hours/day)	
Maximum Total Discharge Volume per Day (litres/day)			

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6.7 SHORT TERM FLOW METER(S) INFORMATION	
<ol style="list-style-type: none"> 1. If approval is granted by the City, properly functioning flow meter(s), approved by Toronto Water, shall be installed at the Applicant's cost and by the Applicant in a manner satisfactory to the General Manager prior to any discharge. 2. Attach a copy of the manufacturer's specifications for the proposed flow meter(s). 3. The flow meter(s) must be digital and non-resettable. At a minimum, the flow meter(s) must register not less than 98.0% and not more than 102.0% of the private water that actually passes through the meter(s). It must be designed in a manner that cumulatively records the readings in the units of litres only and the instantaneous flow rate must be displayed in litres per minute only. 4. Attach a copy of the flow meter(s) signed calibration certificate (calibration within 12 months). If the flow meter(s) is/are newly purchased and unused within the last 30 days, the purchase receipt(s) will be accepted in lieu of the calibration certificate(s). 5. The flow meter(s) calibration certificate(s) shall clearly indicate: <ul style="list-style-type: none"> • The flow meter(s) make, model, unit of measure, serial number(s), accuracy, and pipe size diameter(s) • If applicable, the flow meter(s) register(s) (eg. digital display) make, model, and serial number(s) 6. The flow meter(s) purchase receipt(s) shall clearly indicate: <ul style="list-style-type: none"> • The flow meter(s) make, model, unit of measure, serial number(s) • If applicable, the flow meter(s) register(s) (eg. digital display) make, model, and serial number(s) 7. If approval is granted by the City, flow meter(s) shall be installed between 60 cm to 120 cm above grade level, in a location accessible to EM&P staff, and upstream of the sampling access point. 	
Does/do the proposed short term Private Water flow meter(s) meet the above requirements?	
<input type="checkbox"/> Yes	
Serial number(s) of flow meter(s):	<ol style="list-style-type: none"> 1. 2.
If applicable, Serial number(s) for register(s): (eg. display units)	<ol style="list-style-type: none"> 1. 2.
Is/Are the flow meter calibration certificate(s) <u>or</u> receipt(s) attached to this Application?	
<input type="checkbox"/> Yes	

Please Enter Details:

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6.8 SHORT TERM WATER QUALITY INFORMATION

1. A sample of Private Water proposed to be discharged from the premises must be collected by the Applicant and submitted for analysis to a Canadian laboratory accredited and licensed by the Standards Council of Canada and/or the Canadian Association for Laboratory Accreditation.
2. Results for all parameters with limits listed in Section 2 or Section 4, as applicable, of Chapter 681 must be included in the analysis. **Field or laboratory filtered samples will not be accepted.** The quality of water to be discharged must meet the City's discharge requirements of the Municipal Code Chapter 681-Sewers. No exemptions or exclusions are possible for any parameter.
3. The sample must have been collected within 9 months prior to the date of this Application.
4. A true copy of the complete analysis report, Certificate of Analysis and a Chain of Custody Record (COCR) for the sample **must be included with this Application.**

Have the laboratory sample results, Certificate of Analysis and COCR been attached to this Application?

☐ Yes

6.9 SHORT TERM SAMPLING ACCESS POINTS

1. The City requires a separate sampling access point at the premises to exclusively monitor the quality, quantity and flow rate of the Private Water flow discharged to the City sewage works, separate from any other discharge to the City sewage works. This separate sampling access point must be in a location that can be easily accessible at grade by Toronto Water's Environmental Monitoring & Protection staff ("EM&P").
2. A sampling access point 25mm or larger such as a hose bib or ball valve with dampener or a port will be required which must be installed 60-120 cm above grade level.
3. Provide a drawing/schematic which includes all the details listed above.

Please Enter Details:

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6.10 PRE-TREATMENT OF PRIVATE WATER PRIOR TO SHORT TERM DISCHARGE				
Does the water quality analysis report indicate that the Private Water will meet the Chapter 681 quality limits for the proposed receiving sewer?	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes
Does the Private Water require any pre-treatment prior to the discharge from the premises to the proposed City sewage works to comply with Chapter 681?	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes
If No (i.e., pre-treatment is not required), continue to Section 6.11 of this Application.				
<p>If Yes (i.e., pre-treatment is required):</p> <ol style="list-style-type: none"> 1. Provide a detailed description of the proposed pre-treatment system(s) and the associated processes, design capacities, contaminants to be removed, estimated removal efficiency, performance objectives, collection and disposal of any treatment by-products (eg. solid waste/sludge) and operational and maintenance manuals for the devices and the treatment system. Include the descriptions with this Application. Provisions to by-pass the pre-treatment system(s) or dilution are prohibited. 2. Provide: <ul style="list-style-type: none"> • A drawing/schematic indicating the installation location of the proposed pre-treatment system as per manufacturer's specifications. • A mechanical drawing showing the source of the system's intake water and, if applicable, the backwash water discharge location, traced from the system to the final discharge location • A cross section showing the piping/plumbing of the proposed system(s) • A process flow chart of the proposed pre-treatment system 3. Provide pre and post treated water quality analysis reports for all parameters listed in Section 2 or Section 4, as applicable, of Chapter 681. The post treated water quality analysis reports must only be collected downstream of a properly functioning on-site pre-treatment system approved by Toronto Water. 4. The City may take samples of the treated Private Water to verify the effectiveness of the pre-treatment system(s) prior to the issuance of any Permit or Agreement. 5. If soil or groundwater contamination is known or suspected at the site (including, without limitation, 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" established pursuant to O. Reg. 153/04 for the proposed land use and applicable soil and groundwater conditions (published April 15, 2011 by the Ministry of the Environment & Climate Change), as amended from time to time, additional information must be submitted. Provide a description of the contamination source(s), 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 and any other relevant information. 				

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6.11 SHORT TERM DRAWINGS/SCHEMATIC REQUIREMENTS

Provide a map/sketch marking the following information:

- a. premises location
- b. The source of water to be discharged
- c. The short term flow meter(s) location which must be installed upstream of the sampling access point
- d. The short term sampling access point(s)
- e. The discharge location into the City sewage works
- f. All temporary hoses or piping that will be used to transmit Private Water from the site into the City sewage works
- g. Any other useful information that will further the understanding of the site (ex. cardinal arrows, landmarks, road names, etc.)

6.12 HYDROGEOLOGICAL REPORT REQUIREMENTS

Will the Applicant discharge from the premises greater than 50,000 litres of Private Water per day?

☐

No

☐

Yes

If **No**, continue to Section 6.13 of this Application.

If **Yes**, attach a copy of a hydrogeological report for the premises indicating the maximum Private Water discharge flow rate and maximum total daily discharge volume.

6.13 PRIVATE WATER DRAINAGE SYSTEM (PWDS) DETAILS

Is a Private Water Drainage System (PWDS) applicable to this Application?
(Reference Section 1 Key Definitions for the complete definition of a PWDS)

☐

No

☐

Yes

Is the building/structure designed to be water-tight without the need for a PWDS?

☐

No

☐

Yes

If **NO**, complete **Form 3** in its entirety and submit with all supporting documentation as part of the Application.

If **YES** and the applicant is not proposing to install a PWDS which is connected to the City sewage works, then prior to a site plan approval, occupancy or a registration of the condominium corporation, the property owner agrees to provide to the City a signed and stamped letter from a Professional Engineer confirming that all buildings on the premises referenced in this application can be constructed and can be maintained in a manner which shall be completely watertight. As the PWDS details required by Toronto Water may vary depending on the specific site characteristics and conditions, the Applicant must contact pwapplication@toronto.ca or call 416-338-7471 for a complete list of details and wording that the foregoing letter must include.

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6.14 TERMS AND CONDITIONS

1. By signing this Application, the Applicant:
 - Represents that it has the authority to bind all owners of the premises in respect to the terms and conditions contained in this Application and Chapter 681 applicable to an owner in respect to discharges from the premises;
 - Agrees to assume all other responsibility and liability whatsoever in respect to any discharge from the premises;
 - Accepts and agrees to abide by all of the terms and conditions contained in this Application and any ensuing Agreement or Permit; and
 - Agrees to provide such additional information in respect to this Application and the Applicant's operations as the City may require.
2. The approval of this Application by the City shall be by issuance of a Permit or Agreement, as applicable, stipulating the terms and conditions of the permitted discharge. The Permit or Agreement holder shall, among other terms and conditions, agree to:
 - Accept and abide by all of the terms and conditions contained in the Permit or Agreement, as the case may be, and Chapter 681;
 - Accept and abide by the terms and conditions for payment of the fees and charges contained in the Permit or Agreement, as the case may be, and Chapter 441;
 - Provide such additional information in respect to the Permit or Agreement holder's operations as the City may require;
 - At all times, cooperate with City staff in the inspection, sampling and monitoring of discharge(s) from the premises;
 - Discharge Private Water only to the City sewer location(s) authorized by the Permit or Agreement, as the case may be;
 - Cease discharging and notify City staff, as required, immediately where there is any non-compliance with the terms and conditions of the Permit or Agreement or Chapter 681;
 - Provide all required sampling access points on the discharge pipe(s) to the City sewage works in a manner and at a location approved by the General Manager of Toronto Water ("General Manager");
 - Install and operate, as per the manufacturer specifications, a properly functioning flow measuring device of a type and at a location approved by the General Manager, easily accessible to City staff at all times, unless otherwise advised in writing by the General Manager that such a device is not required;
 - Ensure the flow measuring device is installed at an easily accessible height between 60 cm and 120 cm above grade;
 - Ensure all discharge passes through the approved flow meter(s)
 - Calibrate the flow measuring device within 12 months prior to the approved date of discharge to the City sewage works and deliver the record of such calibration in written form to the General Manager prior to any discharge to the City sewage works;
 - Record an onsite daily log on the Private Water Discharge Log Form (provided city-designated form) of the total volume discharged and flow rate during each 24 hour period for the duration of the Permit or Agreement term and submit a true copy of such daily log each month to the General Manager in writing (using the city-designated form) in accordance with the Permit or Agreement terms and conditions.
 - Digitally submit the Private Water Discharge Log Form (provided city-designated form) to pwreporting@toronto.ca within 7 calendar days from the end of the month to which it applies, ensuring that all required fields on the form are completed.

PRIVATE WATER DISCHARGE APPROVAL APPLICATION**6.15 ADDITIONAL TERMS AND CONDITIONS**

1. All information required must be submitted at the time of this Application. Failure to do so may result in the rejection of this Application.
2. Toronto Water reserves the right to request additional information which shall be provided within 30 calendar days of the request, failing which this Application will be deemed abandoned and the file closed.
3. Submission or acceptance of this Application shall in no way be construed or be deemed to be an approval, authorization or acceptance of any discharge to the City's sewage works.
4. Where an Application is approved, no discharge to the City's sewage works shall be permitted until a Permit or Agreement, as applicable, has been entered into between the City and the Permit or Agreement holder and all terms and conditions for discharge set out therein have been met.
5. An authorization to discharge to the City's sewage works shall only occur and take effect to the extent stated in a fully and validly executed Permit or Agreement, as applicable, entered into between the City and Permit or Agreement Holder.
6. Neither the submission or acceptance of this Application nor the issuance of any Permit or Agreement shall in any way be construed or be deemed to be an acceptance or waiver of any past or existing discharge by the Permit or Agreement Holder which is not in compliance with Chapter 681 or otherwise relieve the Permit or Agreement Holder of any liability with respect to the same. In the event that a fully and valid executed Permit or Agreement is entered into, such agreement shall not be construed or deemed to have retroactive effect in respect of any past or existing non-compliance with Chapter 681.
7. Failure to provide payment as required under Chapter 441, Fees and Charges, the City will suspend and/or terminate the permit/agreement generated from this application.

6.16 PERMIT / AGREEMENT LIMITATIONS

1. This Application and any subsequent Permit or Agreement issued by the City shall be subject to Chapter 681.
2. Any Permit or Agreement issued by the General Manager that permits, subject to Chapter 681, the discharge of an effluent that does not comply with § 681-2 or § 681-4 of Chapter 681 shall only be in effect to the extent set out in the Permit or Agreement. In all other respects, the limits for sewage discharge under Chapter 681 shall apply.
3. Without limiting any other right, remedy or enforcement power under Chapter 681, where the Applicant makes any false, misleading or inaccurate representations, as determined by the General Manager, in this Application the General Manager may reject the Application or cancel or terminate any Permit or Agreement arising from this Application. It is an offence to make any false, misleading or inaccurate representations in this Application.

6.17 SUBMISSION INFORMATION

Email the Application together with all required supporting documentation, to pwapplication@toronto.ca

In addition:

Mail the hardcopy Application together with all required supporting documentation:
Toronto Water, Environmental Monitoring & Protection Unit – 2126 Kipling Avenue, Toronto, Ontario,
M9W 4K5

Contact: Private Water discharge line at (416) 338-7471 or main reception at (416) 392-9940

PRIVATE WATER DISCHARGE APPROVAL APPLICATION**6.18 DECLARATION**

The Applicant acknowledges that the Applicant carefully read this entire document, understands its significance completely, has consulted with and obtained all such professional assistance, including legal, as may be prudent and agrees to be bound by the terms and conditions contained in this Application and any subsequent Permit or Agreement that may arise from this Application.

By submitting this Application, the Applicant confirms, represents and warrants that:

- (a) The Applicant has authorization by the owner(s) of the premises to make this Application;
- (b) This Application is complete and compliant with the requirements of this Application; and
- (c) All information contained in this Application is true and accurate in all respects.

The Applicant authorizes the City and its Toronto Water representatives to verify any information supplied by the Applicant in or with this Application and will fully cooperate in respect to same.

Full Name
of Applicant:
(please print)

Signature of
Applicant: _____

Date:

Signature and Stamp of Professional Engineer

Name *(First, Last)*:

Title:

Professional Engineer

PRIVATE WATER DISCHARGE APPROVAL APPLICATION

6.19 FORM 2 APPLICATION CHECKLIST		
Yes	N/A	
		Has Form 2 been completed in its entirety?
		Has a photograph of the Discharge Location and a map or sketch of Discharge Location indicating the City catch basin(s) (where applicable), and/or the City sewer and maintenance access hole locations for the short term been included?
		<u>If the short term Discharge Location is to a private sewer or an existing private sewer service connection</u> on the premises which is directly or indirectly connected to the City sewage works, have plumbing drawings showing private sewer connections to the City sewage works been included?
		<u>If the short term Discharge Location is to a private sewer or an existing private sewer service connection</u> on the premises which is directly or indirectly connected to the City sewage works, has a site servicing plan or CCTV investigation report showing the connection from the private sewer to the City sewage works been included?
		<u>If the Applicant has a PTTW for the premises</u> , has a true copy of the PTTW been attached to this Application?
		<u>If the Applicant has an EASR for the premises</u> , has a true copy of the EASR been attached to this Application?
		<u>If the PTTW and/or EASR holder is not the same as the Applicant</u> , has an authorization letter from the PTTW and/or EASR holder authorizing the Applicant to use the PTTW and/or EASR been attached to this Application?
		Has a copy of the manufacturer's specifications for the proposed flow meter(s) been attached to this Application?
		Has either a copy of the flow meter(s) calibration certificate(s) (+/- 2% accuracy) or purchase receipt(s) for the flow meter(s) (purchased in last 30 days) for all flow meters being installed on the premises been included in this Application?
		Have the laboratory sample results, Certificate of Analysis and COCR been attached to this Application?
		Has a drawing/schematic showing all details of the short term sampling access point been included in this Application?
		<u>If the Applicant is installing a pre-treatment system at the premises</u> , have all the required details listed in the application form been included in the application detailing the operation and maintenance of the pre-treatment system (see Section 6.10)?
		Has a map/sketch marking all the information listed in Section 6.11 been included in this Application?
		<u>If no PWDS is included in the Application</u> has a letter been attached with this Application that is signed and stamped by a Professional Engineer, who is licensed to practice in Ontario, Canada and qualified in the subject matter, confirming that all buildings on the subject lands (the premises)

PRIVATE WATER DISCHARGE APPROVAL APPLICATION

		referenced in this Application can be constructed and can be maintained in a manner which shall be completely water-tight?
		<u>If no PWDS is included in the Application</u> has a letter signed by the Property Owner or a representative of the Property Owner who has authority to bind the Property Owner been attached with this Application, confirming that all buildings on the subject lands (the premises) referenced in this Application can be constructed and can be maintained in a manner which shall be completely water-tight?
		<u>If the Applicant proposes to discharge 50,000 litres or more per day from the premises,</u> has a hydrogeological report been included with this Application?

PRIVATE WATER DISCHARGE APPROVAL APPLICATION

FOR OFFICE USE ONLY:

Reference Number	Date Received	Complete Application (Y/N)	Initials

SECTION 7: LONG TERM PRIVATE WATER DISCHARGE APPLICATION (FORM 3)

In accordance with subsections 681- 2C, 681- 4K, 681- 6 and 681-10 of Chapter 681 of the City of Toronto Municipal Code ("Chapter 681"), as applicable.

An application for a long term Private Water discharge approval is intended for discharge activities which are long term in nature, such as where the premises will have a PWDS discharging to a municipal sewer connection for an extended duration (e.g. lifetime of the building). This type of approval is granted for terms of up to one (1) year and may be renewable.

Complete Section 7, Form 3 and Form 3 Application Checklist, both in their entirety if the premises requires a long term Private Water discharge approval.

Does the premises require <u>BOTH short term and long term</u> Private Water discharge approval?	YES	NO
If Yes, have <u>Form 1</u> and <u>Form 2</u> of the Application been completed?	YES	N/A

NOTE: If the premises requires short term Private Water discharge approval, Form 1 and Form 2 must be completed.

Check this box if the premises is *not* applying for a long term Private Water discharge approval.

7.1 LONG TERM PROPOSED DISCHARGE LOCATION	
Provide the full municipal address of the property from where the discharge will occur (the "premises"):	
Toronto, Ontario	
Street No. and Street Name	Postal Code
and <u>include</u> as an Attachment:	
<ul style="list-style-type: none"> a site servicing and grading plan – refer to Section 7.12 (mechanical drawing and civil site servicing and grading plan requirements) in the event that the discharge approval or discharge agreement expires or is suspended or terminated by the City or the City otherwise can no longer accept the approved private water discharge into the City sewage works under the terms of the discharge agreement, in equity, common law or by law, a written summary from the applicant must be included with this application outlining the proposed alternative method for the disposal of private water. An alternative method of disposal is required by the discharge agreement in the event of any of the foregoing occurring. 	

PRIVATE WATER DISCHARGE APPROVAL APPLICATION

7.2 TYPE OF CITY SEWAGE WORKS PROPOSED FOR LONG TERM DISCHARGE	
<input type="checkbox"/> City Sanitary / Combined Sewer	<input type="checkbox"/> City Storm Sewer
Is the Private Water being discharged via a storm water management tank? <div style="float: right; text-align: right;"> <input type="checkbox"/> No <input type="checkbox"/> Yes </div>	
In the case where the long term discharge is proposed to be discharged to the City's sanitary/combined sewer , a written summary of alternative options that the Applicant had considered prior to making the proposal to discharge to the City's sanitary/combined sewer must be included. The summary must include a detailed explanation as to why an underground watertight structure, an on-site water containment strategy or long term discharge to the storm sewer are not possible or feasible.	

7.3 SOURCE OF LONG TERM DISCHARGE WATER (Check off all that apply)	
<input type="checkbox"/> Storm water and/or groundwater accumulating or collected on private lands	<input type="checkbox"/> A permanent or temporary wastewater pond, water retention site or other area or site of surface water collection
<input type="checkbox"/> Private drainage or waterworks system	<input type="checkbox"/> The permanent or temporary alteration of a natural or pre-existing drainage pattern
<input type="checkbox"/> A well or other subsurface extraction of groundwater	<input type="checkbox"/> Other (please specify):
<input type="checkbox"/> Water stored in a tank, tanker truck, vessel or other means of storage not supplied by the City	

7.4 Ministry of the Environment, Conservation and Parks (MECP) REQUIREMENTS		
Does the Applicant have a Permit to Take Water ("PTTW") for the premises issued by the for the Ministry of the Environment, Conservation and Parks ("MECP") proposed PWDS?		
<input type="checkbox"/> PTTW	<input type="checkbox"/> None	(check one)
If the Applicant has a PTTW for the premises, attach a true copy of the PTTW.		
Is a true copy of the PTTW attached to this Application (if applicable)?		<input type="checkbox"/> Yes
If the PTTW holder is not the same as the Applicant named in this Application, an authorization letter from the PTTW holder must be attached to this form.		

PRIVATE WATER DISCHARGE APPROVAL APPLICATION

7.5 DETAILED PROJECT DESCRIPTION (attach additional pages as required)

Provide a written summary which includes the following information:

- a. Average groundwater level on property
- b. Depth of excavation
- c. Proposed number of underground levels
- d. Site grade elevation
- e. Number of towers, Number of podiums
- f. Summary of development phases
- g. Contamination history of the soil and/or groundwater for the premise (if applicable)

Please Enter Details:

PRIVATE WATER DISCHARGE APPROVAL APPLICATION

Additional Details:

7.6 DURATION OF PROPOSED LONG TERM DISCHARGE			
Is it proposed by the Applicant that Private Water will be discharged from the premises to the City sewer on an indefinite basis? (ex. lifetime of the building)		<input type="checkbox"/> No	<input type="checkbox"/> Yes
If No , complete the start and end date for the long term Private Water discharge below.			
Start Date (yyyy-mm-dd)		End Date (yyyy-mm-dd)	

PRIVATE WATER DISCHARGE APPROVAL APPLICATION

7.7 LONG TERM FLOW METER(S) INFORMATION	
<ol style="list-style-type: none"> 1. If approval is granted by the City, properly functioning flow meter(s), approved by Toronto Water, shall be installed at the Applicant's cost and by the Applicant in a manner satisfactory to the General Manager prior to any discharge. 2. Attach a copy of the manufacturer's specifications for the proposed flow meter(s). 3. The flow meter(s) must be digital and non-resettable. At a minimum, the flow meter(s) must register not less than 98.0% and not more than 102.0% of the water that actually passes through the meter(s). It must be designed in a manner that cumulatively records the readings in the units of litres only and the instantaneous flow rate must be displayed in litres per minute only. 4. Attach a copy of the flow meter(s) signed calibration certificate(s) (calibration within 12 months). If the flow meter(s) is/are newly purchased and unused within the last 30 days, the purchase receipt(s) will be accepted in lieu of the calibration certificate(s). 5. The flow meter(s) calibration certificate(s) shall clearly indicate: <ul style="list-style-type: none"> • The flow meter(s) make, model, unit of measure, serial number(s), accuracy, and pipe size diameter(s) • If applicable, the flow meter(s) register(s) (ex. digital display) make, model, and serial number(s) 6. The flow meter(s) purchase receipt(s) shall clearly indicate: <ul style="list-style-type: none"> • The flow meter(s) make, model, unit of measure, serial number(s) • If applicable, the flow meter(s) register(s) (ex. digital display) make, model, and serial number(s) 7. See Section 7.12 Mechanical Drawing and Site Servicing and Grading Plan Requirements for flow meter(s) installation requirements under Mechanical Drawing requirements. 	
Does/do the proposed flow meter(s) for long term Private Water discharge meet the above requirements? <input type="checkbox"/> Yes	
Serial number(s) of long term flow meter(s):	1.
	2.
If applicable, Serial number(s) for register(s): (i.e. display units)	1.
	2.
Is/Are the flow meter calibration certificate(s) <u>or</u> receipt(s) attached to this Application? <input type="checkbox"/> Yes	

DISCHARGE INFORMATION

Maximum Number of Hours of Discharge per Day (hours/day)		Maximum Infiltration Rate of Total PWDS (litres/minute)	
Maximum Total Discharge Volume per Day (litres/day)		Maximum Flow Rate of Long Term Peak Pump Discharge (litres/minute)	

PRIVATE WATER DISCHARGE APPROVAL APPLICATION

7.8 LONG TERM COLLECTION SUMPS AND PUMP INFORMATION	
Total number of PWDS Collection Sump(s) on the premises:	
List PWDS Collection Sump(s) Volume(s) (for each sump in cubic metres only):	m ³
	m ³
	m ³
	m ³
Has a copy of the pump schedule, indicating the capacity of the selected pump been attached to this Application?	
<input type="checkbox"/> Yes	
7.9 LONG TERM WATER QUALITY INFORMATION	
<p>1. A sample of Private Water proposed to be discharged from the premises must be collected by the Applicant and submitted for analysis to a Canadian laboratory accredited and licensed by the Standards Council of Canada and/or the Canadian Association for Laboratory Accreditation.</p> <p>2. Results for all parameters with limits listed in Section 2 or Section 4, as applicable, of Chapter 681 must be included in the analysis. Field or laboratory filtered samples will not be accepted. The quality of water to be discharged must meet the City's discharge requirements of the Chapter 681. No exemptions or exclusions are possible for any parameter.</p> <p>3. The sample must have been collected within 9 months prior to the date of this Application.</p> <p>4. A true copy of the complete analysis report, Certificate of Analysis and a Chain of Custody Record (COCR) for the sample must be included with this Application.</p>	
Have the laboratory sample results, Certificate of Analysis and COCR been attached to this Application?	
<input type="checkbox"/> Yes	

Please Enter Details:

PRIVATE WATER DISCHARGE APPROVAL APPLICATION

7.10 LONG TERM SAMPLING ACCESS POINTS

The City requires a separate sampling access point at the premises to exclusively monitor the quality, quantity and flow rate of the Private Water discharge to the City sewage works, separate from any other discharge to the City sewage works. This separate sampling access point must be in a location that can be accessed at all times (24/7) by Toronto Water's Environmental Monitoring & Protection staff ("EM&P") and that is upstream of any other sanitary or storm sewer maintenance access hole ("MAH") required for the premises.

Please Enter Details:

PRIVATE WATER DISCHARGE APPROVAL APPLICATION

7.11 PRE-TREATMENT OF PRIVATE WATER PRIOR TO LONG TERM DISCHARGE				
Does the water quality analysis report indicate that the Private Water will meet the Chapter 681 quality limits for the proposed receiving sewer?	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes
Does the Private Water require any pre-treatment prior to the discharge from the premises to the City sewage works to comply with Chapter 681?	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes
If No (i.e., pre-treatment is not required), continue to Section 7.12 of this Application.				
If Yes (i.e., pre-treatment is required), complete the following requirements listed below:				
<ol style="list-style-type: none"> 1. Provide a detailed description of the proposed pre-treatment system(s) and the associated processes, design capacities, contaminants to be removed, estimated removal efficiency, performance objectives, collection and disposal of any treatment by-products (e.g. solid waste/sludge) and operational and maintenance manuals for the devices and the treatment system. Include the descriptions with this Application. Provisions to by-pass the pre-treatment system(s) or dilution are prohibited. 2. Provide: <ul style="list-style-type: none"> • A drawing/schematic indicating the installation location of the proposed pre-treatment system as per manufacturer's specifications • A mechanical drawing showing the source of the system's intake water and if applicable, the backwash water discharge location, traced from the system to the final discharge location • A cross section showing the piping/plumbing of the system(s) • A process flow chart of the proposed pre-treatment system 3. Provide pre and post treated water quality analysis reports for all parameters listed in Section 2 or Section 4, as applicable, of Chapter 681. The post treated water quality samples must be collected by an independent third party qualified to collect such samples and at arm's length from the supplier of the pre-treatment system. The post treated samples must be collected downstream of a properly functioning on-site pre-treatment system approved by Toronto Water. 4. The City will take samples of the treated Private Water to verify the effectiveness of the pre-treatment system(s) . Multiple samples may be required over a period of six to nine months prior to the issuance of any Permit or Agreement. To allow testing to begin, a notification e-mail must be sent to pwapplication@toronto.ca and to the assigned reviewer once the pre-treatment system is installed. 5. If soil or groundwater contamination is known or suspected at the site (including, without limitation, 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" established pursuant to O. Reg. 153/04 for the proposed land use and applicable soil and groundwater conditions (published April 15, 2011 by the Ministry of the Environment & Climate Change), as amended from time to time, additional information must be submitted. Provide a description of the contamination source(s), 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 and any other relevant information. 				

PRIVATE WATER DISCHARGE APPROVAL APPLICATION

6. Describe the PWDS pre-treatment systems and associated processes.
7. Provide the performance objectives of the PWDS pre-treatment systems and associated processes.
8. Provide operation and maintenance manuals of the PWDS pre-treatment system(s) and information such as:
 - a detailed process flow chart of the whole pre-treatment system
 - system capacity in litres per minute
 - media replacement and maintenance frequency
 - Canadian MSDS for all of the materials, media, and chemicals used on site for the pre-treatment system
 - safe handling precautions and procedures of the chemicals
 - procedures for preparing chemical solutions
 - backwash procedures, frequency and discharge locations (if applicable)
 - maintenance procedures on pipe filter media cleaning and/or replacement
 - procedures for handling solids and solid wastes
 - routine operation procedures for the pre-treatment system operators
 - inspection procedures by the employees/pre-treatment system operators, system troubleshooting procedures including wells, pumps, valves, control panels and flow meters
9. Provide Mechanical drawing(s) stamped by a Professional Engineer showing the installation location of the proposed pre-treatment system. Ensure that the drawing(s) clearly show the source of the systems intake (inlet), the discharge line and location of the treated water (outlet) and the discharge location for any backwash water.
10. Provide contact information for:
 - pre-treatment system supplier
 - suppliers for all materials, media, and chemicals used on site
 - technical (electrical, mechanical, and chemical) consultants for the pre-treatment system
 - environmental consultant for the pre-treatment system who has knowledge of the discharge application at the premises
11. Provide a Spill Response Plan with the following details::
 - Ministry of the Environment, Conservation and Parks (MECP) licensed wastewater hauling contractor (in case of spills, and any other emergency related to Private Water discharge)
 - emergency, spill containment, and cleaning procedures
 - spill report and Inspection (daily/weekly/monthly) forms and Spill reporting procedures
12. The Applicant shall obtain and provide a copy of an Environmental Compliance Approval (ECA), if required, from the MOECC for the pre-treatment system(s) and provide a copy of the ECA with this application, if applicable.
13. The proposed pre-treatment system will be reviewed and any discharge approval granted by Toronto Water will be based on the information provided in this application. The pre-treatment system must not be replaced or substituted by any other pre-treatment system unless pre-approved by Toronto Water.

PRIVATE WATER DISCHARGE APPROVAL APPLICATION

After the initial review of the proposed pre-treatment system, the City may require additional information not listed above.

7.12 MECHANICAL DRAWING AND SITE SERVICING AND GRADING PLAN REQUIREMENTS

A Mechanical Drawing must be submitted showing:

1. a Sub-Slab and Foundation Drainage plan showing location and volume cubic metres (m³) for all groundwater collection pits on site and the plumbing from the weepers, sub slab drainage, foundation drains, etc. to the collection pits and the plumbing from the collection pits to the final discharge point
2. the location(s) and volume(s) of all collection sump(s)
3. drawing(s) of each sub-grade level of the proposed building(s) showing the plumbing to the final discharge point into the City sewage works
4. drawings with a detailed section of flow meter installation and showing the installation location of the long term flow meter; the detailed section shall include:
 - the make/model of the flow meter(s)
 - details showing that the flow meter(s) shall be installed horizontally
 - the length and diameter of straight pipe upstream and downstream of the flow meter(s)
 - the height of the flow meter(s); ensure the drawing(s) include a note stating that the flow meter(s) will be installed as per the manufacturer's specifications in an accessible location at grade or on the sub-grade level located immediately below grade at a height between 60cm and 120cm above the finished floor
 - the installation location and height of remote readout if applicable
5. the groundwater pump capacity and groundwater pump schedule in litres per minute
6. the titling/labelling of all the related discharge and collection lines as groundwater, storm water, sanitary, etc. and include diameter information
7. the location of the pre-treatment system showing the source of intake, discharge line, and location of treated water outlet and discharge of any backwash if applicable

Ensure to contact Toronto Building to obtain information pertaining to any other requirements necessary for backflow devices.

Ensure all drawings are stamped by a Professional Engineer licensed to practice in Ontario, Canada and qualified in the subject matter.

PRIVATE WATER DISCHARGE APPROVAL APPLICATION

A Site Servicing and Grading Plan must be submitted showing:

1. The proposed separate groundwater sampling port(s).
2. The connection from the proposed separate groundwater sampling port(s) to the control MAH.
3. The control MAH.
4. The connection from the control MAH to the City sewage works.
5. The City sewage works.
6. A cross section detail of the private service connection(s) to the municipal sewer connection that depicts a groundwater sampling access port. Ensure that the connection from groundwater sampling access port to the control MAH is shown including the property line(s), and elevation details. Note that the groundwater discharge line must be located higher than the domestic discharge line.

Ensure all drawings are stamped by a Professional Engineer licensed to practice in Ontario, Canada and qualified in the subject matter.

7.13 HYDROGEOLOGICAL REPORT REQUIREMENTS

The Applicant must attach a copy of a hydrogeological report for the premises indicating the proposed maximum long term Private Water discharge flow rate and maximum total daily discharge volume.

Has a hydrogeological report been attached to this Application?

☐ Yes

PRIVATE WATER DISCHARGE APPROVAL APPLICATION**7.14 TERMS AND CONDITIONS**

1. By signing this Application, the Applicant:
 - Represents that it has the authority to bind all owners of the premises in respect to the terms and conditions contained in this Application and Chapter 681 applicable to an owner in respect to discharges from the premises;
 - Agrees to assume all other responsibility and liability whatsoever in respect to any discharge from the premises;
 - Accepts and agrees to abide by all of the terms and conditions contained in this Application and any ensuing Agreement or Permit; and
 - Agrees to provide such additional information in respect to this Application and the Applicant's operations as the City may require.
2. The approval of this Application by the City shall be by issuance of a Permit or Agreement, as applicable, stipulating the terms and conditions of the permitted discharge. The Permit or Agreement holder shall, among other terms and conditions, agree to:
 - Accept and abide by all of the terms and conditions contained in the Permit or Agreement, as the case may be, and Chapter 681;
 - Accept and abide by the terms and conditions for payment of the fees and charges contained in the Permit or Agreement, as the case may be, and Chapter 441;
 - Provide such additional information in respect to the Permit or Agreement holder's operations as the City may require;
 - At all times, cooperate with City staff in the inspection, sampling and monitoring of discharge(s) from the premises;
 - Discharge Private Water only to the City sewer location(s) authorized by the Permit or Agreement, as the case may be;
 - Cease discharging and notify City staff, as required, immediately where there is any non-compliance with the terms and conditions of the Permit or Agreement or Chapter 681;
 - Provide all required sampling access points (e.g. a sampling port) on the discharge pipe(s) to the City sewage works in a manner and at a location approved by the General Manager of Toronto Water ("General Manager");
 - Install and operate, as per the manufacturer specifications, a properly functioning flow measuring device of a type and at a location approved by the General Manager, easily accessible to City staff at all times, unless otherwise advised in writing by the General Manager that such a device is not required;
 - Ensure the flow measuring device is installed at an easily accessible height between 60 cm and 120 cm above the finished floor;
 - Ensure that all discharge passes through the approved flow meter(s);
 - Calibrate the flow measuring device within 12 months prior to the approved date of discharge to the City sewage works and deliver the record of such calibration in written form to the General Manager prior to any discharge to the City sewage works;
 - Record an onsite daily log on the Private Water Discharge Log Form (provided city-designated form) of the total volume discharged and flow rate during each 24 hour period for the duration of the Permit or Agreement term and submit a true copy of such daily log each month to the General Manager in writing (using the city-designated form) in accordance with the Permit or Agreement terms and conditions.
 - Digitally submit the Private Water Discharge Log Form (provided city-designated form) to pwreporting@toronto.ca, ensure that all required fields on the form are completed and that the submission of the forms falls within the first seven calendar days of the next month.

PRIVATE WATER DISCHARGE APPROVAL APPLICATION

7.15 ADDITIONAL TERMS AND CONDITIONS

1. All information required must be submitted at the time of this Application. Failure to do so may result in the rejection of this Application.
2. Toronto Water reserves the right to request additional information which shall be provided within 30 calendar days of the request, failing which this Application will be deemed abandoned and the file closed.
3. Submission or acceptance of this Application shall in no way be construed or be deemed to be an approval, authorization or acceptance of any discharge to the City's sewage works.
4. Where an Application is approved, no discharge to the City's sewage works shall be permitted until a Permit or Agreement, as applicable, has been entered into between the City and the Permit or Agreement and all terms and conditions for discharge set out therein have been met.
5. An authorization to discharge to the City's sewage works shall only occur and take effect to the extent stated in a fully and validly executed Permit or Agreement, as applicable, entered into between the City and Permit or Agreement holder.
6. Neither the submission or acceptance of this Application nor the issuance of any Permit or Agreement shall in any way be construed or be deemed to be an acceptance or waiver of any past or existing discharge by the Permit or Agreement holder which is not in compliance with Chapter 681 or otherwise relieve the Permit or Agreement holder of any liability with respect to the same. In the event that a fully and valid executed Permit or Agreement is entered into, such agreement shall not be construed or deemed to have retroactive effect in respect of any past or existing non-compliance with Chapter 681.
7. Failure to provide payment as required under Chapter 441, Fees and Charges, the City will suspend and/or terminate the permit/agreement generated from this application.

7.16 PERMIT / AGREEMENT LIMITATIONS

1. This Application and any subsequent Permit or Agreement issued by the City shall be subject to Chapter 681.
2. Any Permit or Agreement issued by the General Manager that permits, subject to Chapter 681, the discharge of an effluent that does not comply with § 681-2 or § 681-4 of Chapter 681 shall only be in effect to the extent set out in the Permit or Agreement. In all other respects, the limits for sewage discharge under Chapter 681 shall apply.
3. Without limiting any other right, remedy or enforcement power under Chapter 681, where the Applicant makes any false, misleading or inaccurate representations, as determined by the General Manager, in this Application the General Manager may reject the Application or cancel or terminate any Permit or Agreement arising from this Application. It is an offence to make any false, misleading or inaccurate representations in this Application.

7.17 SUBMISSION INFORMATION

Email the Application, together with all required supporting documentation, to pwapplication@toronto.ca

In addition:

Mail the hardcopy Application together with all required supporting documentation:

Toronto Water, Environmental Monitoring & Protection Unit – 2126 Kipling Avenue, Toronto, Ontario,
M9W 4K5

Contact: Private Water discharge line at (416) 338-7471 or main reception at (416) 392-9940

PRIVATE WATER DISCHARGE APPROVAL APPLICATION**7.18 DECLARATION**

The Applicant acknowledges that the Applicant carefully read this entire document, understands its significance completely, has consulted with and obtained all such professional assistance, including legal, as may be prudent and agrees to be bound by the terms and conditions contained in this Application and any subsequent Permit or Agreement that may arise from this Application.

By submitting this Application, the Applicant confirms, represents and warrants that:

- (a) The Applicant has authorization by the owner(s) of the premises to make this Application;
- (b) This Application is complete and compliant with the requirements of this Application; and
- (c) All information contained in this Application is true and accurate in all respects.

The Applicant authorizes the City and its Toronto Water representatives to verify any information supplied by the Applicant in or with this Application and will fully cooperate in respect to same.

Full Name
of Applicant:
(Please print)

Signature of
Applicant: _____

Date:

Signature and Stamp of Professional Engineer

Name *(First, Last)*:

Title:

FORM MUST BE STAMPED by a Professional Engineer

PRIVATE WATER DISCHARGE APPROVAL APPLICATION

7.19 FORM 3 APPLICATION CHECKLIST		
Yes	N/A	
		Has Form 3 been completed in its entirety?
		Has a site servicing and grading plan with all details listed in Section 7.12 been included with this Application?
		<u>Where the applicant proposes a long term discharge to the City's sanitary/combined sewer</u> , has a written summary of alternative options that the Applicant had considered prior to making the proposal to discharge to the sanitary/combined sewer been included with this Application?
		<u>If the Applicant has a PTTW for the premises</u> , has a true copy of the PTTW been attached to this Application?
		<u>If the PTTW holder is not the same as the Applicant</u> , has an authorization letter from the PTTW holder been attached to this Application?
		Has a copy of the manufacturer's specifications for the proposed flow meter(s) been attached to this Application?
		Has either a copy of the flow meter(s) calibration certificate(s) (+/- 2% accuracy) or purchase receipt(s) for the flow meter(s) (purchased in last 30 days) for all flow meters being installed on the premises been included in this Application?
		Has a mechanical drawing with all details listed in Section 7.12 been included with this Application?
		Has a copy of the pump schedule been attached with this Application?
		Have the laboratory sample results, Certificate of Analysis and COCR been attached to this Application?
		<u>If the Applicant is installing a pre-treatment system at the premises</u> , have all the required details listed in this application form been included in respect to the operation and maintenance of the pre-treatment system (see Section 7.11)?
		Has a hydrogeological report been included with this Application?

PRIVATE WATER DISCHARGE APPROVAL APPLICATION

SECTION 8: ADDITIONAL INFORMATION

- As a condition of any discharge approval given by Toronto Water, the City requires a separate sampling access point(s) to monitor exclusively the quality, quantity and flow of the groundwater discharged from the premises to the City's sewage works. The sampling access point (sampling port) **must be pre-approved** by Toronto Water and contain a minimum 200mm port. This "200mm x 200mm x 200mm" cut-in "TEE" connection must provide two breather holes on the top lid for the monitoring of any possible harmful or explosive gases. Note that a clean out is not permitted.
- If the discharge route involves any part of a City park or ravine submit a copy of the City of Toronto park and ravine department authorization with this application
- Digital photographs, with date stamp and time stamp, clearly showing a properly installed flow meter approved by the City and the initial totalizer reading, shall be forwarded by e-mail to pwreporting@toronto.ca, one (1) day prior to the start of any discharge under the discharge approval.
- If discharging to a MAH, the Permit/Agreement holder shall ensure all Health & Safety (H&S) precautions are in place, including fencing off the area, work signage, prior to the commencement of any work on or near any connection(s) to the sewage works, such as maintenance access hole(s), catch basin(s), and/or sampling port(s).
- A copy of the discharge Permit/Agreement entered into between the Applicant and the City, including any amendments thereto, must be kept at the premises at all times during the discharge period and must be made available for inspection by City of Toronto staff. A 24 hour (emergency) contact name and phone number of those individuals who have control and management of the discharge entering the City sewage works is required to be posted near the discharge location.
- Any approvals obtained from Toronto Water in the form of a permit and/or agreement may be suspended or terminated by Toronto Water in accordance with Chapter 681 and/or the terms and conditions of the discharge permit or agreement where the approved maximum Private Water flow rate has been exceeded or the City ceases to have the capacity (whether temporarily or permanently) to handle the maximum Private Water discharge flow rate.
- Applications will not be approved where the City's sewage works does not have the capacity to handle the peak Private Water discharge flow rate from the premises or if the quality of water does not meet the limits for the respective receiving sewer.

PRIVATE WATER DISCHARGE APPROVAL APPLICATION

- If the long term Private Water discharge is not part of a property development, additional information may be required or some of the information requested above may not apply. A consultation meeting can be arranged upon request by emailing a request to pwapplication@toronto.ca or calling 416-338-7471.

Storm Sewer Discharge Applications must also:

- identify the natural receiver and the location(s) where the private storm sewer connects to the City sewage works

If applicable, Storm Sewer Discharge Applications must also:

- 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)
- determine whether or not the proposed discharge would have an impact to the receiving environment including, but not limited to, aquatic habitat
- contact the Toronto and Region Conservation Authority to ensure they have no concerns with the discharge (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 discharge

Collection of Personal Information

Toronto Water collects personal information on this form under the legal authority of the City of Toronto Act, 2006, section 136(c) and the Toronto Municipal Code, Chapter 681, Sewers. The information will be used to evaluate, make a decision, and respond to applicants with respect to an application for a Private Water discharge approval, to contact you as required in relation to the Private Water discharge approval application and other related purposes. Questions about this collection can be directed to the Toronto Water, Environmental Monitoring and Protection Unit, 2126 Kipling Avenue, Toronto, Ontario, M9W 4K5 or by telephone at 416-392-9940.