

**APPLICATION FORM AND GUIDE  
FOR APPROVAL RENEWAL OF  
MUNICIPAL WASTEWATER/STORM DRAINAGE SYSTEM**

**WASTEWATER STABILIZATION POND – APPROVAL RENEWAL**

**INTRODUCTION**

The attached form and guidelines outline the information required for an application to renew the approval to operate a municipal wastewater system and/or storm drainage system. The application has been prepared in accordance with the Environmental Protection and Enhancement Act (EPEA) and Approval Procedure Regulation 113/93. Please ensure that each section of the application is completed in a concise and clear manner.

It should be noted that a single Approval will be issued for wastewater and storm drainage systems. This approval will cover the sanitary and stormwater collection system as well as treatment and disposal works.

For your information, the general steps and procedures that are followed when reviewing and issuing an Approval for wastewater and storm drainage systems is illustrated by the attached flow chart (Figure 1). Of particular note is the fact that the application for this Approval must be advertised by the applicant and that the applicant, upon request, must provide copies of the application to the public. It is therefore important that the application for this approval must contain all the information required and be formatted to facilitate public review.

This application must be completed and forwarded to the Regional Director of the Environmental Regulatory Service at least five months prior to the expiry date of the existing Approval for the facility.

Regional Director, Environmental Regulatory Service  
c/o Regulatory Approvals Centre  
Main Floor, Oxbridge Place  
9820 - 106 Street  
EDMONTON, Alberta  
T5K 2J6

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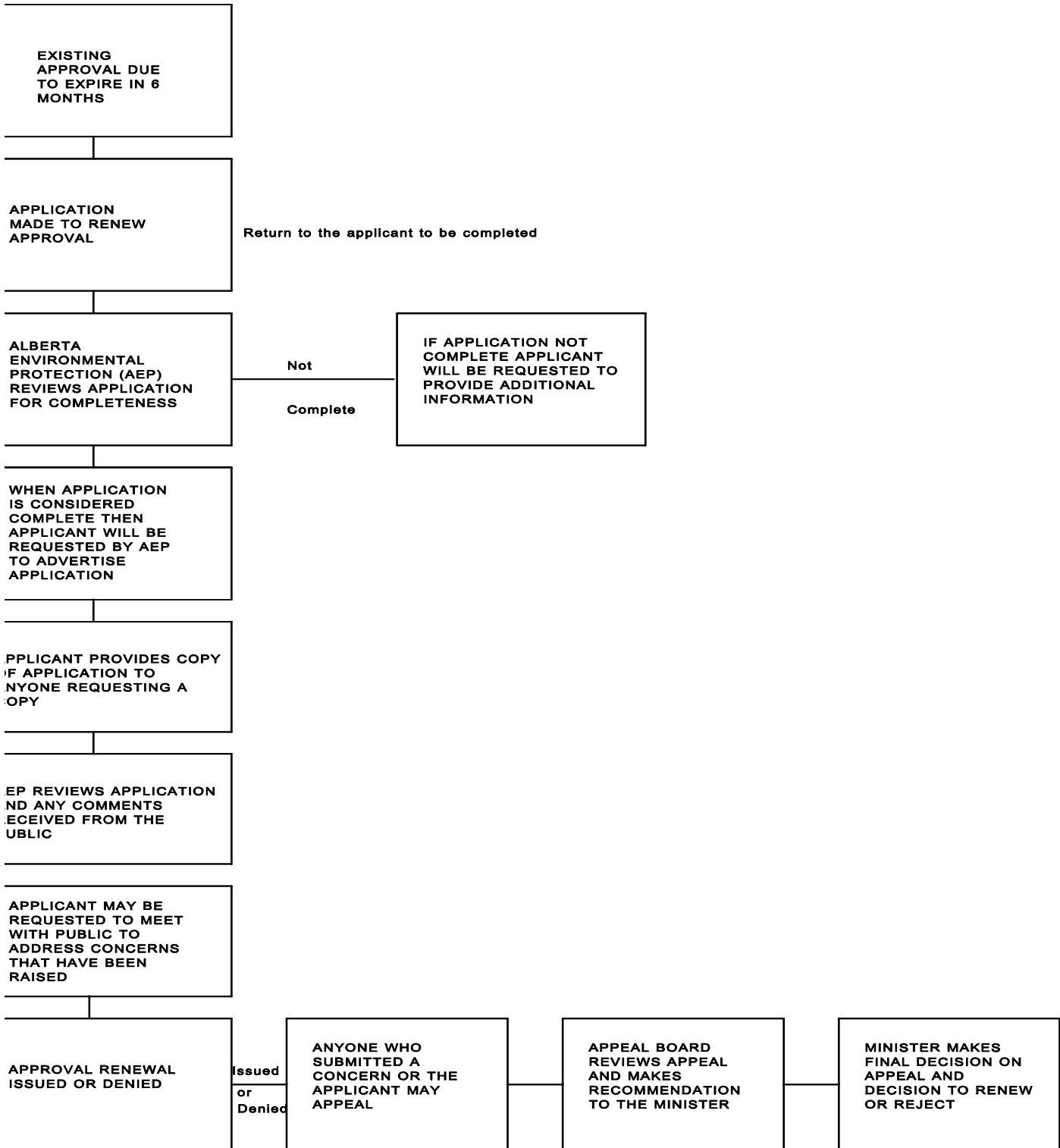
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**FIGURE 1 - THE APPROVAL RENEWAL PROCEDURE  
FOR MUNICIPAL WASTEWATER STORM DRAINAGE SYSTEMS**



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**WASTEWATER STABILIZATION PONDS**

**I. Administrative Information**

1.1 Name of the Municipality/Company for which the Approval is being applied for:

\_\_\_\_\_

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

OPERATOR'S NAME	POSITION	CERTIFICATION		WORK PHONE #
		NUMBER	CLASS	

1.4 As a requirement of the Environmental Protection and Enhancement Act (Section 69), receipt of this application must be advertised. Therefore, please provide the name of the newspaper(s) most widely distributed in the area where the facility is located. Also, you may suggest other methods of public notification.

a. Newspaper(s): \_\_\_\_\_

b. Other methods: \_\_\_\_\_

1.5 Existing Approval or Licence to Operate **Number** for this Facility: \_\_\_\_\_

Expiry Date of the Approval: \_\_\_\_\_ Approval Holder: \_\_\_\_\_

1.6 Are you requesting any changes or alterations to the existing approval?

Yes \_\_\_\_ No \_\_\_\_

If yes, details of the request shall be provided as per Part V, Table 1 (Section No. 6) of this application.

**II. Wastewater Stabilization Pond (Technical Data)**

2.1 Present population served by the wastewater stabilization pond: \_\_\_\_\_

2.2 Location of the wastewater stabilization pond

Legal Land Description: LSD \_\_\_\_ Sec \_\_\_\_ TWP \_\_\_\_ RG \_\_\_\_ M \_\_\_\_

Other Description: \_\_\_\_\_

2.3 Detail description of the wastewater stabilization pond. Please complete according to as-built information.

Design capacity/flow of the wastewater stabilization pond(s) \_\_\_\_ m<sup>3</sup>/day

Identify each cell in the order of flow Anaerobic(s) Facultative(s) Storage(s)	Maximum Water Depth (m)	Volume of the Cell	Design Retention Time (days)	Date Constructed

2.4 Method of wastewater stabilization pond effluent disposal

Surface discharge: Number of discharges/year \_\_\_\_\_ When \_\_\_\_\_

direct discharge     gravity line and outfall     pumped to the outfall

Discharge route: immediate \_\_\_\_\_ ultimate \_\_\_\_\_

Legal land description of the outfall \_\_\_\_\_

Have easement(s) been obtained for the discharge route? \_\_\_\_\_

Evaporation (no discharge)

Irrigation

Legal land description \_\_\_\_\_ Land use \_\_\_\_\_

Legal land description \_\_\_\_\_ Land use \_\_\_\_\_

Application technique \_\_\_\_\_

Total area irrigated \_\_\_\_\_

Discharge to wetland area. Provide a description and land location

\_\_\_\_\_

Other methods of discharge \_\_\_\_\_

2.5 Are there any flow measuring devices for the inflow to the wastewater stabilization pond(s)? Yes \_\_\_ No \_\_\_

If yes, type and how often is recorded: \_\_\_\_\_

2.6 Are there groundwater monitoring wells (piezometers) installed on the wastewater stabilization pond site?

Yes \_\_\_ No \_\_\_ Number of wells \_\_\_\_\_

2.7 Is the wastewater stabilization pond site fenced? Yes \_\_\_ No \_\_\_

Type of fence \_\_\_\_\_

2.8 How is the wastewater stabilization pond sludge disposed of?

Landfill: Legal land description LSD \_\_\_ Sec \_\_\_ Twp \_\_\_ Rg \_\_\_ M \_\_\_

- Sludge drying cell: Legal land description LSD \_\_ Sec \_\_ Twp \_\_ Rg \_\_ M \_\_
- Sludge applied to land: Legal land description LSD \_\_ Sec \_\_ Twp \_\_ Rg \_\_ M \_\_
- Others. Please specify \_\_\_\_\_

\_\_\_\_\_

A Letter of Authorization must be obtained from the Regional Director, Environmental Regulatory Service  
sludge disposal on lands other than a landfill site or an approved sludge drying cell.

**III. Wastewater and Storm Drainage Collection System**

- 3.1 Are there any other Municipality(ies), Development(s) or Commissions/Companies outside municipal boundaries discharging or hauling to the wastewater collection system or wastewater stabilization ponds?  
Yes \_\_\_\_ No \_\_\_\_ If yes, please provide a complete list and address with name of a contact person and approximate annual flows or population.

Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Annual Flows or Population: \_\_\_\_\_

- 3.2 Describe the method of storm water collection within the community (this will include surface water runoff from any industrial sites located within the community).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 3.3 Do you have a Storm Water Management Plan? Yes \_\_\_\_\_ No \_\_\_\_\_

- 3.4 If the community has an underground storm drainage collection system please attach a list of:

- a. the locations of the storm water pumping stations;
- b. the locations of the storm water outfalls, include in the description the receiving body of water or land areas.
- c. the locations of all dry/wet storm water retention ponds, including outfalls and receiving body of water or land areas.
- d. any methods of treatment, including chemical or biological treatment of the storm water.

- 3.5 Are there any bylaws or other measures that are used to control or measure the quantity and/or quality of discharges into the storm and sanitary sewer systems?

Yes \_\_\_\_\_ No \_\_\_\_\_

(Note: Please provide a copy of bylaws and details as required in Part V, Table 1 (Section No. 8), penalties, the inspection program or proposed inspection program to enforce this bylaw.)

3.6 Are there any lift station(s) on the wastewater collection system? Yes \_\_\_ No \_\_\_

If yes, provide a complete listing and location of the lift stations in the following table:

Lift Station Location	Does it have emergency overflow? If yes, provide some details of discharge route and emergency practices	Design Capacity L/min

3.7 Does the storm sewer collection system have any storm pond(s) or outfall(s)? Yes \_\_\_ No \_\_\_

If yes, provide a complete listing of outfalls and storm ponds in the following table:

Outfall Location or Legal Land Description	Please specify if there is a dry or wet storm pond prior to the outfall, the legal location of the pond and its capacity	Name or Description of the Drainage Course to Which Storm Sewer is Discharged

- a. the locations of the storm water pumping stations;
- b. any methods of treatment, including chemical or biological treatment of the storm water.

**IV. Snow Storage Sites:**

4.1 What has been your practise in the handling of street snow removal?

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4.2 Are there any designated snow storage sites? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide the following information:

a. Which sites are used on an annual basis? Have you used a site on a temporary, or emergency basis, if so, how often has that site been used?

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b. Attach a complete list, including legal land description (LSD\_\_Sec\_\_Twp\_\_Rg\_\_M\_\_) of the annual and emergency sites.

c. Describe the containment of the site. Is the site contained to control melt water runoff? Are there any settling ponds? Include in your description the land gradient.

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d. What is the land use (other than a snow storage site)? What is the site base?

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e. Are there any below ground or above ground utilities on the site?

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f. What is the proximity to existing or planned residential housing?

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g. List all safety precautions taken to prevent public access.

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h. What is the proximity to any water body?

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**V. Overall Review**

The information required on the attached Table must be submitted as part of the application to renew an approval in accordance with the Environmental Protection and Enhancement Act, Approvals Procedure Regulation 113/93.

It should be noted that the extent of information required will depend on the applicant's circumstance to ensure that they have adequately addressed each issue. However, as this application is a public document, it is important that it

be as clear and concise as possible. Therefore, the suggested format for submission of the required information should be followed.

**TABLE 1: APPROVAL RENEWAL APPLICATION INFORMATION REQUIREMENTS**

<b>INFORMATION REQUIREMENT</b>	<b>COMMENTS AND SUGGESTED FORMAT</b>
1. A general description of the wastewater/storm drainage work should be provided.	It is suggested that a map of the area showing the location of the following landmarks be provided:  ! the wastewater stabilization ponds; ! any wastewater lift stations; ! treated wastewater discharges route and/or irrigation sites; ! all storm sewer outfalls and the drainage serviced by each outfall; ! any stormwater ponds or treatment works.
2. A brief description of how the system is operated and maintained.	Physical works must be properly operated and maintained if they are to function effectively. The applicant should provide an outline of its operating and maintenance procedures and practices. This should include the number of staff involved in operation and in maintenance and the number and classification level of certified operators.
3. A description of the quantity and quality of wastewater/stormwater being discharged to the environment, a description of the environment (watercourse) receiving these discharges, and the uses of these watercourses.	The potential impact of the applicants wastewater and stormwater discharges on water quality may be of interest/concern to some people. The applicant should therefore provide information on the actual or estimated quantity/quality of drainage system discharges and provide an assessment/comments on the impact of these discharges.
4. A copy of the approval for which a renewal is being requested and a summary of the past performance of the system in relation to that approval.	The purpose of this requirement is to provide information on how well the system has been performing in relation to approval requirements. It is suggested that a table be prepared that lists each approval requirement, actual performance/compliance related to that requirement and any comments that are relevant.
5. Any problems or complaints regarding the system during the previous approval period and how these problems/complaints have been handled.	Problems or complaints with the existing system will be a factor in determining if the approval renewal should be granted without additional conditions. In general, it is expected that every effort will be made to correct and prevent system performance problems and that complaints will be followed-up and addressed in a timely and appropriate manner.
6. Any changes or alterations to the approval that are being requested.	It is suggested that all requested changes or alterations to the existing approval be presented in tabular form. The table would list the current requirement, the requested change and the reason for the requested change.
7. Any changes/modifications to the system that are planned or anticipated in the next 10 years.	The types of possible changes/modifications that are of interest include wastewater treatment plant expansions/modifications, possible new lift stations or storm sewer outfalls, and changes in the method of sludge or effluent disposal. Details on the size and location of possible new lift stations or stormwater outfalls or ponds should be provided if possible. The reason for this information is that we may be able to pre-authorize the construction of these works with this approval. Please contact the Air and Water Approvals

INFORMATION REQUIREMENT	COMMENTS AND SUGGESTED FORMAT
	Division to ensure that the proposed works can be pre-authorized.
8. A description of any bylaws or other measures that are used to control or measure the quantity and/or quality of discharges into the storm and sanitary sewer systems.	It is expected that the applicant has in place some measures or mechanisms to control what is discharged into the sanitary and storm sewers. These controls should be outlined in narrative form. A copy of the bylaw, penalties, the inspection program to enforce this bylaw should be provided. (Note: Regular inspections of storm sewer outfalls will likely be required in renewed approvals for drainage systems and the applicant should provide a proposed inspection program.)
9. A summary of any wastewater treatment plant or process bypasses or any lift station overflows, the reason for these bypasses/overflows and the measures being taken to reduce/eliminate these bypasses/overflows in the future.	It is suggested that this information be presented in tabular form with information such as date(s), location, duration and volumes of overflow/bypass, the circumstance surrounding the bypass/overflow, e.g. rainfall, equipment failure, power failure etc., and the measures being taken to reduce/eliminate these bypasses/overflows.
10. Any emergency response plans the applicant has to deal with any possible major problems/failures that could occur to the drainage system.	If the applicant has a formal emergency response plan a copy should be submitted with the application. In the absence of such a plan, the applicant should briefly outline the procedure that would be followed in the event of major problems with the drainage system.
11. A summary of any potential environmental related objections/concerns that may be raised regarding the renewal of the approval and the applicant's position and/or proposed action to address these objections/concerns.	The applicant should attempt to identify and address possible environmental objections/concerns regarding the drainage system. A tabular format can be used to present this information wherein the possible objection/concern is identified, the applicant's comments on the objection/concern are given and any proposed/planned action to address the objection/concern outlined.

**VI. Signature Page**

The Environmental Protection and Enhancement Act and Regulations, provide a specific definition for the "owner" and "person responsible for a wastewater system or storm drainage system". Therefore, the person(s) responsible/person signing this document should be well familiar with the Environmental Protection and Enhancement Act and the Regulations.

The sections of the Environmental Protection and Enhancement Act and Regulations that are of particular relevance to wastewater system and storm drainage system are:

- a. Environmental Protection and Enhancement Act Part 2, Division 2 (Approvals and Certificates); Part 4 (Release of Substances); Part 10 (Enforcement)
- b. Wastewater and Storm Drainage Regulation 119/93
- c. Wastewater and Storm Drainage (Municipal) Regulation 120/93
- d. Approvals Procedure Regulation 113/93

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

PRINTED NAME OF PERSON SIGNING

\_\_\_\_\_  
TITLE

ADDRESS

\_\_\_\_\_  
POSTAL CODE

TELEPHONE NUMBER

\_\_\_\_\_  
FAX NUMBER

DATE OF APPLICATION

\_\_\_\_\_  
SIGNATURE