

**UNDERGROUND UTILITY CROSSING (TRENCHLESS)**

The following checklist has been compiled to assist the applicant in preparing their application for approval pursuant to Ontario Regulation 162/06. This checklist is valid for a period of six months following issuance. The level of detail required in the application will be dependent on the proposed works as well as the natural hazards, and environmental conditions on site. We recommend that applicants contact Conservation Halton staff prior to submitting the application to determine what level of detail is deemed appropriate. **Note: Please be advised that even after all the information requested below is submitted and the application is deemed complete, additional information may be identified as the review progresses or as a result of changes to regulatory requirements.**

This checklist **must be returned** with the Permit application indicating in the appropriate spaces that all required information has been provided.

PROJECT TITLE:	DATE:
LOCATION:	FILE #:

		Applicable	Provided
<b>General Submission Requirements</b>			
Application Form	Completed and signed application form. <i>At a minimum, the landowner/utility company must sign the form. If an agent is representing the landowner, the agent must also sign the form.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Application Fee	Non-refundable administrative fee as per category ___ on the fee schedule attached to permit application.	<input type="checkbox"/>	<input type="checkbox"/>
Electronically Submitted	All materials submitted electronically either through email or digital transfer.	<input type="checkbox"/>	<input type="checkbox"/>
Project Description	Description of, and rationale for, the proposed works including discussion of other alternatives considered. If a replacement structure is proposed, details regarding the current conditions of the existing structure are requested.	<input type="checkbox"/>	<input type="checkbox"/>
Photographs	Photographs of the watercourse, banks, adjacent vegetation and/or representative vegetation communities (if applicable) during ice-free conditions.	<input type="checkbox"/>	<input type="checkbox"/>
Drawings	Digital drawings and ____ ( ) hard copies of all drawings, folded to 8½" x 11", in standard metric scale. See 'Drawing Requirements' section.	<input type="checkbox"/>	<input type="checkbox"/>
Reports	Digital reports and ____ ( ) hard copy of reports listed under 'Technical Study Requirements'.	<input type="checkbox"/>	<input type="checkbox"/>
Qualified Persons	Where a drawing or report is required to be prepared by a P.Geol., P.Eng., OALA, or OLS, it must be stamped, dated and signed.	<input type="checkbox"/>	<input type="checkbox"/>

		Applicable	Provided
Drawing Requirements			
Digital Copies	<p>Technical drawings and plans provided in pdf format unless requested otherwise (i.e. the most recent version of AutoCAD).</p> <p>GIS data and mapping should be submitted in an acceptable ESRI format and be properly georeferenced to real world coordinates (i.e., NAD83, UTM, Zone 17). It is highly desirable that mapping related data be submitted in ArcGIS Geodatabase format, containing all spatial, attribute, metadata and spatial joins/data rules. ESRI shape file format is an acceptable alternative.</p>	<input type="checkbox"/>	<input type="checkbox"/>
Topographic Survey	<p>Detailed topographic survey of the site by an OLS or qualified P.Eng. extending a minimum 15m upstream and downstream of the project footprint, with information collected at 1m intervals along the creek. The survey is to identify/confirm/include items such as:</p> <ul style="list-style-type: none"> <li>• Creek inverts, creek thalweg</li> <li>• Location of channel banks</li> <li>• Existing infrastructure/utilities</li> <li>• Observed water level</li> <li>• Dams/weirs/knick points</li> <li>• Slopes /valley walls/retaining walls (top and bottom of bank)</li> <li>• Limit of wetlands, staked by Conservation Halton</li> <li>• Ditch lines</li> <li>• Benchmarks</li> <li>• Date surveyed, etc.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Plan View(s)	<p>Plan view(s) showing existing conditions and proposed development conditions including:</p> <ul style="list-style-type: none"> <li>• Detailed grading (clearly illustrate how the proposed works will blend in with the undisturbed areas)</li> <li>• Limit of work/disturbance</li> <li>• Location of entry/exit pits (with dimensions)</li> <li>• Watercourse (bankfull width)</li> <li>• Culvert/Bridges</li> <li>• Watercourse features</li> <li>• Vegetation</li> <li>• Conservation Halton staked Wetland limits</li> <li>• Structures/buildings</li> <li>• Utilities/infrastructure</li> <li>• Borehole locations</li> <li>• Location of cross-sections and profile views, etc.</li> <li>• Location of approximated regulated limit ARL and applicable natural hazards, specifically: _____</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Aerial Photograph(s)	<p>Plan view of the proposed works and limits of disturbance (or other, specifically _____), superimposed over top of a recent aerial photograph of the site. Please specify date of imagery.</p>	<input type="checkbox"/>	<input type="checkbox"/>

		Applicable	Provided
Profile Views	Proposed profile view of the utility, entry and exit pits, and any mitigation measures (e.g. trench plugs), extending through the regulated area. Borehole logs, identifying soil conditions, if available should be provided on the drawing.		
	For creek crossing, the thalweg of the channel or crossing structure inverts must be shown relative to the depth of utility crossing. The 100 year channel scouring should be delineated, if determined.	<input type="checkbox"/>	<input type="checkbox"/>
	For crossing of wetlands, wetland bathymetry relative to the depth of utility crossing must be provided.		
	Please consult with staff regarding the appropriate depth of the utility crossing.		
Existing Utility	If an existing utility is to be abandoned, detailed information of the abandoning must be identified and labelled.	<input type="checkbox"/>	<input type="checkbox"/>
Existing Vegetation	A vegetation inventory is required (including scientific names)). A Tree Preservation Plan is also required. Tree protection fencing location and details must be illustrated on the drawings. Follow applicable municipal guidelines, by-laws and Conservation Halton's <i>Guidelines on Landscaping and Restoration Plans (2021)</i> , available at <a href="http://www.conservationhalton.ca">www.conservationhalton.ca</a>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Vegetation	Details on restoration, including a locally native, non-invasive seed mix for disturbed areas as well as compensatory trees and/or shrubs must be indicated on the drawings (including scientific names). Follow Conservation Halton's <i>Guidelines on Landscaping and Restoration Plans (2021)</i> , available at <a href="http://www.conservationhalton.ca">www.conservationhalton.ca</a> . unless as directed bellow:  _____ _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
	Include a copy of the Landscaping Checklist (Table 5-1 Drawing Requirements). Follow Conservation Halton's <i>Guidelines on Landscaping and Rehabilitation Plans (2021)</i> , available at <a href="http://www.conservationhalton.ca">www.conservationhalton.ca</a> .	<input type="checkbox"/>	<input type="checkbox"/>

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Staging, Phasing and Access Route Plans	<p>Details regarding the sequence of construction with consideration of site management, best management practices, and construction timing. The construction sequence should consider:</p> <ul style="list-style-type: none"> <li>• Vegetation removal,</li> <li>• In-stream works,</li> <li>• Seasonal timing of landscaping and bioengineering,</li> <li>• Stockpiling operations, etc.</li> </ul> <p>The full limits of disturbance for access to the site must be delineated with details regarding temporary crossings (if applicable). Efforts to minimize the extent of the disturbance must be demonstrated.</p>	<input type="checkbox"/>	<input type="checkbox"/>
Erosion and Sediment Control Plans	<p>Details regarding sediment and erosion control measures, site dewatering, equipment, materials, access to and from work area, monitoring, site supervision, etc. See <i>Erosion &amp; Sediment Guidelines for Urban Construction</i> prepared by the Greater Golden Horseshoe Area Conservation Authorities (<a href="http://www.sustainabletechnologies.ca">www.sustainabletechnologies.ca</a>) for additional guidance.</p>	<input type="checkbox"/>	<input type="checkbox"/>
	<p>Above plan is to be prepared by a qualified professional (i.e. CISEC, CPESC or an approved equivalent).</p>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Technical Study Requirements</b>			
<i>Studies pertaining to erosion hazards must be completed in accordance with the Ministry of Natural Resources &amp; Forestry (MNRF) Technical Guidelines (MNR, 2002).</i>			
Geotechnical Assessment (Soil/Bedrock Investigation)	<p>A geotechnical assessment by a qualified P.Eng for the purposes of verifying soil, bedrock and groundwater conditions, as well as the feasibility of the proposed crossing method.</p>	<input type="checkbox"/>	<input type="checkbox"/>
Geotechnical Assessment (Slope Stability)	<p>A geotechnical slope stability assessment by a qualified P.Eng. to ensure the proposed works will not negatively impact slope stability of the valley wall.</p>	<input type="checkbox"/>	<input type="checkbox"/>
Downcutting/ Scour Analysis	<p>Detailed analysis by a qualified licenced professional of the potential for downcutting/scour based on historical observations or acceptable modelling. Future channel migration and widening modifying the plan form of the creek should be considered.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hydrogeological Assessment	<p>A hydrogeological assessment by a qualified P.Eng. or P.Geo. to study the potential impacts to surface/groundwater interactions related to dewatering and discharge activities. The assessment must provide adaptive management, mitigation and monitoring strategies with considerations for discharge (quality and quantity of water), construction phasing, etc.</p>	<input type="checkbox"/>	<input type="checkbox"/>

		Applicable	Provided
Hydrologic Evaluation	Assessment of the impact of hydrologic changes to wetlands using a multi-disciplinary approach by Qualified Person(s).	<input type="checkbox"/>	<input type="checkbox"/>
Contingency Plans	Contingency plans for such occurrences as frac-out, loss of water to the creek, etc., outlining how such an event will be prevented and or handled, should it occur during construction.	<input type="checkbox"/>	<input type="checkbox"/>
Commissioning Plans	Details regarding commissioning of the utility, particularly the flow duration, quality, and location of discharge of any water during this phase.	<input type="checkbox"/>	<input type="checkbox"/>
Ecological Study	An Ecological Study. Reference must be made to Conservation Halton's <i>Guidelines for Ecological Studies</i> , available at: <a href="http://www.conservationhalton.ca">www.conservationhalton.ca</a> .	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other Requirements</b>			
Fisheries Act	On November 25, 2013, amendments to the <i>Canadian Fisheries Act</i> , associated Applications for Authorization (under Paragraph 35(2) (b) of the Fisheries Act Regulations) and Information Requirements Regulations came into force. If works are proposed to be conducted in/near water, the proponent has responsibilities under the Fisheries Act to ensure serious harm to fish is avoided. Please refer to the Department of Fisheries and Oceans (DFO) website for additional information. Alternatively, questions can be directed to DFO by phone 1 855 852-8320 or email <a href="mailto:fisheriesprotection@dfo-mpo.gc.ca">fisheriesprotection@dfo-mpo.gc.ca</a> .		
Endangered Species	The Ministry of Environment, Conservation and Parks (MECP) may have concerns with respect to species listed on the Species at Risk in Ontario list as it pertains to <i>the Endangered Species Act (ESA)</i> Please contact MECP and DFO directly to determine if there is potential for Species at Risk on, or adjacent, to your project site. The MECP will determine if detailed project information will be required to begin the ESA approval process: <a href="mailto:SAROntario@ontario.ca">SAROntario@ontario.ca</a>		
Timing Windows	Please be advised that regulatory agencies such as the MECP and DFO (mentioned above), as well as other agencies such as the MNR ( <a href="mailto:scp.aurora@ontario.ca">scp.aurora@ontario.ca</a> or <a href="mailto:scp.guelph@ontario.ca">scp.guelph@ontario.ca</a> ) may have seasonal timing restrictions which dictate when in-water work can occur. Please be sure to contact regulatory agencies as appropriate.		
<b>Prepared by:</b> _____		<b>Signature:</b> _____	

**Additional Design Considerations**

- The time of year that work is proposed may impact permit requirements for in-water works. Seasonal Design Considerations (SDCs) associated with works to occur during times of higher expected flow (e.g. freshet) may include enhanced ESC measures or increased monitoring and mitigation measures. Changes in work schedules may require a revised permit to address SDCs
- Appropriate measures must be taken to ensure that groundwater flow patterns are not altered. For example, ensure that groundwater is not misdirected along pipe bedding through the use of cut off collars or alternative measures.
- For high pressure oil pipelines thermal mitigation measures should be considered.
- Since releases are caused by pressurization of the drill hole beyond the containment capacity of the overburden material, a directional bore must be located a sufficient distance beneath the bed of the watercourse to ensure there is no release of drilling fluids into the watercourse.
- Settling or filtering of water pumped from work area must be addressed.
- For dewatering of the work area to facilitate construction, a Permit to Take Water (PTTW) is required from the Ministry of the Environment & Climate Change if dewatering is in excess of 50,000 litres per day [http://www.ene.gov.on.ca/environment/en/industry/assessment\\_and\\_approvals/water\\_taking/STDPROD\\_075554.html](http://www.ene.gov.on.ca/environment/en/industry/assessment_and_approvals/water_taking/STDPROD_075554.html)
- Existing crossing must be abandoned using appropriate techniques. Removal of existing utility should be carried out where feasible without greatly impacting the natural environment.
- In order to reduce the spread of invasive species, equipment should be thoroughly cleaned before being brought onsite. For guidance in this regard, please refer to the Clean Equipment Protocol for Industry, available online ([http://www.ontarioinvasiveplants.ca/files/CleanEquipmentProtocol\\_Mar152013\\_D3.pdf](http://www.ontarioinvasiveplants.ca/files/CleanEquipmentProtocol_Mar152013_D3.pdf)).
- Enhanced sediment and erosion controls should be implemented in sensitive areas.
- Monitoring by the proponent after construction is crucial to verify the success of the project.