

General Information and Instructions

General:

Information requested in this form is collected under the authority of the *Environmental Protection Act*, R.S.O. 1990 (EPA) and the *Environmental Bill of Rights*, C. 28, Statutes of Ontario, 1993, (EBR) and will be used to evaluate applications for approval of waste disposal sites under Section 27, EPA. Questions about this collection of information should be directed to: Information Unit Supervisor, Environmental Assessment and Approvals Branch, 2 St. Clair Ave. W, Floor 12A, Toronto ON M4V 1L5. Telephone outside Toronto 1-800-461-6290 or in Toronto 416-314-8001.

Instructions:

1. **Applicants are responsible for ensuring that they complete the most recent application form.** When completing this form, please refer to the following guidance material: the "Guide for Applying for Certificate of Approval of Waste Disposal Sites, Section 27, 30, 31 and 32, EPA," (referred to as the Guide) and "Guide - Application Cost for Waste Management, S. 27, EPA". Application forms and supporting documentation are available from the Environmental Assessment and Approvals Branch toll free at 1-800-461-6290 (locally at 416-314-8001), from your local District Office of the Ministry of the Environment, and in the "Publications" section of the Ministry of the Environment website at <http://www.ene.gov.on.ca/envision/gp/index.htm#disposal>.
2. Questions regarding completion and submission of this application should be directed to the Environmental Assessment and Approvals Branch, 2 St. Clair Avenue West, Floor 12A, Toronto, Ontario, M4V 1L5, telephone number 1-800-461-6290 or (416) 314-8001, or to your local District Office of the Ministry of the Environment.
3. A complete application consists of:
 - 1) a completed and signed application form;
 - 2) all required supporting information identified in this form, the guidance material, and
 - 3) a certified cheque, money order or credit card payment, in Canadian funds, made payable to the *Ontario Minister of Finance* for the applicable application fee.

This form must be completed with respect to all requirements identified in the guidance material in order for it to be considered an application for approval.

INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT. The Ministry may require additional information during the technical review of any application initially accepted as complete.

4. The original application, along with the supporting information and the application fee, must be sent to:

**The Ministry of the Environment,
Director, Environmental Assessment and Approvals Branch, Section 27
2 St. Clair Avenue West, Floor 12A, Toronto, Ontario, M4V 1L5**

A copy of the application and the supporting information must be sent to the local Ministry District Office which has jurisdiction over the area where the facilities are located. To locate the appropriate local Ministry District Office, please visit the Ministry of the Environment Internet site at: www.ene.gov.on.ca/envision/org/op.htm#Reg/Dist.

A copy of the application and the supporting information must also be sent to the local municipality (unless the application is for a revocation or an amendment that is environmentally insignificant or the applicant is a municipality). Copies shall be provided to both the upper and lower tier municipality if applicable to the area where this facility is located.

A cover letter addressed to the Director of Environmental Assessment and Approvals Branch should accompany both submissions and indicate that a copy of the complete submission has been sent to the local District Office and local municipality(s).

5. Information contained in this application is not considered confidential and will be made available to the public upon request. Information submitted as supporting information may be claimed as confidential but will be subject to the *Freedom of Information and Protection of Privacy Act* (FOIPPA) and *EBR*. If you do not claim confidentiality at the time of submitting the information, the Ministry may make the information available to the public without further notice to you.
6. The electronic version of this form incorporates several features to assist you with completing your application. The form will calculate certain values based on the information you enter and will assist you in ensuring that all required information is included with your application. This form has been save-enabled; you can save a copy of this form that includes any information you have entered. You are encouraged to use the electronic version of this form, available on the Ministry of the Environment website at: <http://www.ene.gov.on.ca/envision/gp/4181e.pdf>.

Application for a Provisional Certificate of Approval for a Waste Disposal Site

Ce formulaire est disponible en français

For Office Use Only			
Reference Number	Payment Received \$	Date (y/m/d)	Initials

Application Summary

Applicant Name *(legal name of individual or organization as evidenced by legal documents)*

Project Name *(Project identifier to be used as a reference in correspondence)*

Project Description Summary *(If EBR is applicable, this summary will be used in the EBR posting notice)*

Required Information	Completed (yes or no)
Project Name & Description	
Section 1: Applicant Information	
Section 2: Project Information	
Section 3: Site Information	
Section 4: Facility Information	
Section 5: Regulatory Requirements	
Section 6: Supporting Information	
Payment Information Section	
Application Status:	

Cost Summary:

Administrative processing <i>(required for most applications)</i>	\$
Hearing <i>(if mandatory or necessary)</i>	\$

Review of Application	\$
TOTAL COST	\$

Section 1: Applicant Information

1.1 Applicant Information (Owner of works/facility)

Applicant Name <i>(legal name of individual or organization as evidenced by legal documents)</i>		Business Identification Number
Business Name <i>(the name under which the entity is operating or trading - also referred to as trade name)</i>		same as Applicant Name
Applicant Type:	North American Industry Classification System (NAICS) Code	
Corporation	Federal Government	
Individual	Municipal Government	
Partnership	Provincial Government	
Sole Proprietor	Other <i>(describe):</i> _____	
Business Activity Description <i>(a description of the business endeavour, this may include products sold, services provided or machinery/equipment used, etc.)</i>		

1.2 Applicant Physical Address

Civic Address- Street information <i>(includes street number, name, type and direction)</i>					Unit Identifier <i>(i.e. apartment number)</i>
Survey Address <i>(Not required if Street Information is provided)</i>	Lot	Conc.	Part	Reference Plan	
Municipality /Unorganized Township	County/District	Province/State	Country	Postal Code	
Telephone Number <i>(include area code & ext.)</i> <i>ext.</i>	Fax Number <i>(include area code)</i>	Mobile Number <i>(include area code)</i>	E-mail Address		
Geo Reference <i>(southwest corner of property)</i>					
Map Datum	Zone	Accuracy Estimate	Geo Referencing Method	UTM Easting	UTM Northing

1.3 Applicant Mailing Address

Same as Applicant Physical Address?	Yes	No <i>(If no, please provide site address information below)</i>	
Civic Address - Street information <i>(civic numbering and street information including street number, name, type and direction)</i>		Unit Identifier <i>(i.e. apartment number)</i>	
Delivery Designator	Delivery Identifier	Postal Station	
Municipality	Province/State	Country	Postal Code

1.4 Statement of Applicant

I, the undersigned hereby declare that, to the best of my knowledge:		
<ul style="list-style-type: none"> The information contained herein and the information submitted in support of this application is complete and accurate in every way and I am aware of the penalties against providing false information as per s. 184(2) of the <i>Environmental Protection Act</i>. The Project Technical Information Contact identified in this form is authorized to act on my behalf for the purpose of obtaining approval under Section 27 of the EPA for the waste disposal site identified herein. I have used the most recent application form, as obtained from the Ministry of the Environment Internet site at http://www.ene.gov.on.ca/en/publications/forms/index.php#PartWaste or the Environmental Assessment and Approvals Branch at 1-800-461-6290. 		
Name of Signing Authority <i>(please print)</i>		Title
Telephone Number <i>(including area code & extension)</i> <i>ext.</i>	Fax Number <i>(including area code)</i>	E-mail Address
Mobile Number <i>(including area code)</i>	Signature	Date <i>(y/m/d)</i>

Section 2: Project Information

2.1 Application Type

Type of Application:			
New Certificate of Approval	New Comprehensive Certificate of Approval		
Amendment to Current Certificate of Approval	Convert Existing Approval to Comprehensive Certificate of Approval		
Administrative Amendment to Current Certificate of Approval	Revocation		
Compliance with Conditions of the Existing Approval			
Is this a submission for Preliminary Review of your application?			
Yes	No	<i>If yes, the application must be complete and finalized before you submit it for Preliminary Review.</i>	
Application Initiated by:			
Proponent	Environmental Assessment and Approvals Branch	Provincial Officer Order (attach copy)	Other (specify): _____
Current Certificate of Approval			
Certificate of Approval Number		Certificate of Approval Date of Issue (yyyy/mm/dd)	
Project Schedule			
Estimated date for start of construction/installation (yyyy/mm/dd)		Estimated date for start of operation (yyyy/mm/dd)	
Comprehensive Certificate of Approval – Eligibility Screening Questionnaire			
1.	Does the waste disposal site that is the subject of this application meet all of the requirements for eligibility specified in the most current version of the Ministry document titled "Guide for Applying for Approval of Waste Disposal Sites" found on the Ministry website at www.ene.gov.on.ca ?	Yes	No
2.	Does the application being submitted include all of the information that is required for a comprehensive certificate of approval as specified in the most current version of the Ministry document titled, "Guide for Applying for Approval of Waste Disposal Sites" found on the Ministry website at: www.ene.gov.on.ca ?	Yes	No
3.	Have both the Project Information Technical Contact for this application and the preparer of the Engineer's Report completed the mandatory Waste Comprehensive Certificate of Approval orientation session?	Yes	No
4.	Does the waste disposal site for which this proposal is made have any outstanding environmental issues or complaints?	Yes	No
Screening Result:			

2.2 Project Technical Information Contact

Name of Project Technical Information Contact		Company	
Telephone Number (include area code & ext.)	Fax Number (include area code)	Mobile Number (include area code)	E-mail Address
ext.			
Address Information:			
Same as Applicant Mailing Address?	Yes	No (If no, please provide technical information contact address information below)	
Civic Address - Street information (civic numbering and street information including street number, name, type and direction)			Unit Identifier (i.e. apartment number)
Delivery Designator	Delivery Identifier	Postal Station	
Municipality /Unorganized Township	Province/State	Country	Postal Code

Section 3: Site Information

3.1 Site Address - (location where activity/works applied for is to take place)

Same as Applicant Physical Address? Yes No (If no, please provide site address information below)					
Civic Address- Street information (includes street number, name, type and direction)					Unit Identifier (i.e. apartment number)
Survey Address <i>(Legal description of the site)</i>		Lot	Conc.	Part	Reference Plan
Municipality /Unorganized Township		County/District		Postal Code	
Non Address Information (includes any additional information to clarify applicants' physical location)					
Geo Reference (southwest corner of property)					
Map Datum	Zone	Accuracy Estimate	Geo Referencing Method	UTM Easting	UTM Northing

3.2 Site Information - (location where activity/works applied for is to take place)

Site Name		MOE District Office			
Is the site (property) that is the subject of this application owned by the Applicant?					
Yes	No	<i>If no, please attach the owner's name, address and a signed letter granting consent for the installation and operation of the facilities</i>			
Is the Applicant the operating authority of the site that is the subject of this application?					
Yes	No	<i>If no, please attach the operating authority name, address and phone number</i>			
Is the Site located in an area of development control as defined by the Niagara Escarpment Planning & Development Act (NEPDA)?					
Yes	No	<i>If yes, please attach a copy of the NEPDA permit for proposed activity/work</i>			
Is the Site located on the Oak Ridges Moraine Conservation Area as defined by the Oak Ridges Moraine Conservation Plan (ORMCP), a regulation made under the Oak Ridges Moraine Conservation Act (ORMCA)?					
Yes	No	<i>If yes, please attach proof of Municipal planning approval for the proposed activity/work</i>			

3.3 Site Zoning and Classification

Present Land Use		Present Official Plan Designation		Present Zoning Category	
Adjacent Land Use (select all that apply)					
Industrial	Commercial	Residential	Agricultural	Recreational	Other (specify): _____
Does the site currently have proper zoning for the proposed facility?			Has this facility been identified as part of the Official Plan?		
Yes	No	Yes	No		
Has the Applicant received municipal zoning confirmation?					
Yes	No	<i>If yes, please attach correspondence from the municipality</i>			

Section 4: Facility Information

4.1 Facility Description *(information on the nature of the proposed business or activity at this site)*

Type of Facility / Operation <i>(select all that apply & complete all appropriate sections)</i>									
Landfill Closed Landfill			Transfer Composting		Processing		Thermal Treatment Facility		Household Hazardous Waste
Days and Hours of Operation			Population Served by this Site (#)			Service Area		Total Area of Site (hectares)	
Monitoring <i>(select all that apply)</i>									
Groundwater		Surface Water		Landfill Gas		Leachate	None	Other(specify): _____	
Type(s) of Waste to be Accepted at this Site <i>(select all that apply)</i>									
Municipal Waste			Hazardous Waste		Liquid Industrial Waste		Other Liquid Waste		
Municipal Waste Categories to be Accepted at this Site <i>(select all that apply)</i>									
All Categories		Domestic Sources		IC&I sources		Source Separated Organics		Tires	Leaf & Yard Waste
Contaminated Soil		Wood Waste		Blue Box Materials		Other(specify): _____			
Other Liquid Waste Categories to be Accepted at this Site <i>(select all that apply)</i>									
Processed Organics			Waste from Food Processing / Preparation Operations			Hauled Sewage		Other(specify): _____	
Hazardous / Liquid Industrial Waste Types to be Accepted at this Site									
Class Code	Class Code	Class Code	Class Code	Class Code	Class Code	Class Code	Class Code	Class Code	

4.2 Other Approvals for Facility – Please attach a separate list if more space is required

Separate list attached?	Yes	No
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List all other environmental approvals/permits applied for related to this project or received in relation to this project under the *Environmental Protection Act* (discharges to air, waste management, etc.) and the *Ontario Water Resources Act* (water and sewage works).

Approval Type	Approval Number	Approval or Application Date (yyyy/mm/dd)	Approval Type	Approval Number	Approval or Application Date (yyyy/mm/dd)

4.3 Waste Transfer and/or Processing – Complete this information if waste transfer and/or processing take place at this facility.

Waste Types to be Transferred or Processed				Design Capacity				
Hazardous waste or liquid industrial waste				≤ 100 tonnes per day		> 100 tonnes per day		
Waste other than hazardous waste and liquid industrial waste				≤ 100 tonnes per day		> 100 tonnes per day		
Liquid Waste								
Maximum Storage Capacity (m ³)			Maximum Residual for Final Disposal (m ³)					
Hazardous	Liquid Industrial	Other Liquid Waste	Hazardous		Liquid Industrial		Other Liquid Waste	
			Daily	Annually	Daily	Annually	Daily	Annually
Solid Waste								
Maximum Storage Capacity (tonnes)				Maximum Residual for Final Disposal (tonnes)				
Hazardous		Non-Hazardous		Hazardous		Non-Hazardous		
				Daily	Annually	Daily	Annually	
Maximum Amount of Waste to be Received Daily								
Liquid (m ³)				Solid (tonnes)				
Hazardous	Liquid Industrial	Other Liquid Waste	Hazardous		Non-Hazardous			
Change to Operations								
No change proposed		Change does not require fundamental design review			Change requires fundamental design review			

4.4 Thermal Treatment Facility – Complete this information if thermal treatment takes place at this facility

Waste Types for Thermal Treatment				Design Capacity				
Hazardous waste or liquid industrial waste				≤ 100 tonnes per day		> 100 tonnes per day		
Waste other than hazardous waste and liquid industrial waste				≤ 100 tonnes per day		> 100 tonnes per day		
Liquid Waste								
Maximum Storage Capacity (m ³)			Maximum Residual for Final Disposal (m ³)					
Hazardous	Liquid Industrial	Other Liquid Waste	Hazardous		Liquid Industrial		Other Liquid Waste	
			Daily	Annually	Daily	Annually	Daily	Annually
Solid Waste								
Maximum Storage Capacity (tonnes)				Maximum Residual for Final Disposal (tonnes)				
Hazardous		Non-Hazardous		Hazardous		Non-Hazardous		
				Daily	Annually	Daily	Annually	
Maximum Amount of Waste to be Received Daily								
Liquid (m ³)			Solid (tonnes)					
Hazardous	Liquid Industrial	Other Liquid Waste	Hazardous		Non-Hazardous			
Maximum Daily Feed Rate (tonnes/m ³)								
Hazardous Waste (tonnes)		Non-Hazardous Waste (tonnes)		Liquid Industrial Waste (m ³)		Other Liquid Waste (m ³)		
Change to Operations								
No change proposed		Change does not require fundamental design review			Change requires fundamental design review			

4.5 Landfill Site – Complete this information if this facility operates as a landfill site

Waste Types to be Accepted at the Landfill				Design Capacity					
Hazardous waste or liquid industrial waste				≤ 40,000 m ³		> 40,000 m ³ ≤ 3 million m ³		> 3 million m ³	
Waste referred to in item 15 Schedule 4, O. Reg. 363 (uncontaminated tree stumps, leaves, branches, concrete and rocks)				≤ 40,000 m ³		> 40,000 m ³ ≤ 3 million m ³		> 3 million m ³	
Waste other than hazardous waste and liquid industrial waste, other than site referred to in item 15, schedule 4, O. Reg. 363				≤ 40,000 m ³		> 40,000 m ³ ≤ 3 million m ³		> 3 million m ³	
Maximum Landfilling Capacity (m ³)									
Hazardous Waste		Non-Hazardous Waste		Liquid Industrial Waste		Other Liquid Waste			
Maximum Amount of Waste to be Received									
Hazardous Waste (tonnes)		Non-Hazardous Waste (tonnes)		Liquid Industrial Waste (m ³)		Other Liquid Waste (m ³)			
Daily	Annually	Daily	Annually	Daily	Annually	Daily	Annually		
Landfill Information									
Area to be Landfilled (hectares)	Estimated Date of Closure (y/m/d)	Control Types (select all that apply)							
		Leachate Collection		Landfill Gas Collection		None			
		Other (describe): _____							
Change to Operations									
No change proposed		Change does not require fundamental design review or hydrogeological assessment			Change requires fundamental design review or hydrogeological assessment				

Section 5: Regulatory Requirements

5.1 Environmental Assessment Act (EAA) Requirements

Are the works for which this proposal is made subject to (or exempted from) the requirements of the EAA?	Yes	No
If "Yes," please check one of the following		
The works for which this application is made are exempt from the requirements of the EAA under:		
Section _____ of Ontario Regulation No.	or	
Declaration/Exemption Order Number _____		
<i>If Regulation, Declaration Order or Exemption Order does not refer directly to this facility, state in a covering letter or other document why it does apply to this facility – Please provide supporting information</i>		
The works for which this application is made have fulfilled all of the requirements of the EAA through the completion of the requirements of a Class EA process:		
Name of Class EA: _____		
Schedule/Group/Category (if applicable): _____		
If applicable, please submit a copy of the completion documents.		
Were Part II Order requests received?	Yes	No <i>If Yes, please submit a copy of the Minister's decision letter.</i>
The works for which this application is made have fulfilled all of the requirements for the EAA through:		
Completion of an Environmental Screening Process pursuant to O. Reg. 101/07 of the EAA.		
<i>Please submit the Statement of Completion, and indicate if any Elevation Request(s) were received. If Elevation Request(s) were received, please submit a copy of the Director's decision letter.</i>		
Completion of an Environmental Assessment		
<i>Please submit a copy of the signed Notice of Approval.</i>		

5.2 Hearing under the *Environmental Protection Act*

Is this application subject to a requirement for a mandatory hearing under s.30 of the <i>Environmental Protection Act</i> ?	
Yes	No

5.3 Environmental Bill of Rights (EBR) Requirements

Is this a proposal for a prescribed instrument under EBR?	Yes	No
If "Yes", is this proposal exempted from EBR requirements?	Yes	No
If "Yes," please check one of the following		
This proposal has been considered in a substantially equivalent process or by a decision of a tribunal. Please provide supporting information		
This proposal is for an amendment to or revocation of an existing Certificate of Approval that is not environmentally significant. Please provide supporting information		
This proposal is for an emergency situation. Please provide supporting information		
This proposal has been subject to or exempted from EAA Requirements. Please provide supporting information		

5.4 Additional Public Consultation/Notification

Has any additional public consultation / notification related to the project is in the process of being completed or has previously been completed (<i>such as public hearings or notification of First Nations</i>)	
Yes	If "Yes", 1) describe the public consultation / notification below;
No	2) attach a separate list describing each of these consultation activities, the results achieved, and planned future consultation activities.

Section 6: Supporting Information

6.1 Supporting Information Checklist - This is a list of all supporting information to this application and is subject to the FOIPPA and EBR.

Mandatory	Attachment	Attached		Reference	Confidential* (√)
	Proof of Legal Name of Applicant	Yes	No		
	Copy of NEPDA Permit	Yes	No		
	Copy of Municipal Planning Approval (ORMCA)	Yes	No		
	Reference Plan	Yes	No		
	Name, Address and Phone Number of the Operating Authority	Yes	No		
	Name, Address and consent of land/site owner for the installation/construction and operation of the works/facility	Yes	No		
	Verification of EBR Public Participation Exception	Yes	No		
	Record of Public Consultation Report	Yes	No		
	Zoning Confirmation from the Municipality	Yes	No		
	Site Plan/Location Map with Geo-referencing point(s) identified	Yes	No		
	Design and Operations Report	Yes	No		
	Drainage Study	Yes	No		
	Hydrogeological Assessment Report	Yes	No		
	Waste Comprehensive Requirements 1. Engineers Report 2. Declarations	Yes	No		
	Application Fee	Yes	No		
	Financial Assurance/ Financial Assurance Estimates	Yes	No		
	A copy of this application has been sent to the local district office	Yes	No		
	A copy of this application has been sent to the local municipality	Yes	No		
	<i>Record of EA Process:</i> 1. Class EA Completion documents, or 2. Environmental Screening Process- Statement of Completion, or 3. Individual EA – Notice of Approval.	Yes	No		
Other Attachments					
	Title	Reference			Confidential* (√)
	Are you attaching an additional list of attachments?	If there is not enough space to list all of the attachments included in this application package, please include an additional listing of these attachments.			
	Yes No				

***Please note:** the release of information contained in application forms and documentation submitted in support of applications for approval is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. This Act defines what may and may not be disclosed to the public, and is used to assess all requests for information contained in the documents on file with an application for approval. The information submitted with an application for approval may also be subject to the *Environmental Bill of Rights*. In those situations, the application and the associated non-confidential supporting documentation is made available for review by members of the public. The applicants should therefore identify all documents as noted above which are to be considered confidential and must provide detailed evidence in support of this claim. This evidence will be one of the factors the ministry would consider when making a decision regarding disclosure of specific documents on file.

For Office Use Only			
Reference Number	Payment Received	Date (y/m/d)	Initials
	\$		

Payment Information: Application for a Provisional Certificate of Approval for a Waste Disposal Site

Please Note:

1. If you are completing this form by hand, you must attach a copy of the form titled "Costs for EPA s.27 (Waste Management) Applications - Supplement to Application for Approval" (PIBS 4186). You do not need to attach the supplemental form if you are filling in this form electronically.
2. If you are completing this form electronically, the fees for this application have been calculated based on the information you have provided. The Ministry may require additional information during the review of your application that could impact the total fee required.
3. All fees should be paid in Canadian funds, payable to the Ontario Minister of Finance.
4. Credit card payments are accepted for payments under \$10,000 only.
5. If you are paying by certified cheque or money order, please staple your payment to this page.
6. Do not include this page in the copies of your application that are being provided to the local MOE Office or the local municipality(s).
7. The information collected in this section of the form is considered confidential and will only be used to process your application fee.

Amount Enclosed	Method of Payment		
\$	Certified Cheque	Money Order	Journal Entry
	Visa	MasterCard	American Express

Credit Card Information (if paying by VISA, MasterCard or American Express)

Name on Card (please print)	Credit Card Number	Expiry Date (mm/yyyy)
Cardholder Signature		Date (yyyy/mm/dd)

If paying by certified cheque or money order, please attach it here.