

MECP ENVIRONMENTAL COMPLIANCE APPROVAL APPLICATION

YORK REGION SUBMISSION REQUIREMENTS

To facilitate a Ministry of the Environment, Conservation and Parks (MECP) Environmental Compliance Approval (ECA) Application review under MECP Transfer of Review (TOR) Program, please submit the following materials. Additional submission requirements may be identified through the Regional review process. Note that all designs must be AODA compliant. Please provide electronic copies of the following:

SUBMISSION CHECKLIST

1. **Digital Submission** - All submissions must include digital copies of the items outlined in the checklist:
 - › Supported files may be in the following formats: PDF, DOC, DOCX, XLS, XLSX, PPT, PPS, PPTX, JPG, PNG, IMG or BMP. Searchable PDF files are required for forms, reports and other supporting documentation. Documents cannot be compressed or zipped; Maps and drawings must be to-scale.

2. **Processing Fees** (refer to York Region Fee Bylaw No. 2020-04, as amended):
Cheque to be made payable to 'The Regional Municipality of York', quoting the property address, and owner's name and phone number. Electronic Fund Transfers (EFTs) are available and must be arranged with York Region Development Services before processing. Please email developmentservices@york.ca to inquire about and/or initiate this process.

3. **MECP Environmental Compliance Approval Application** with all supporting documentation – scanned PDF version with all required signatures and fillable PDF version
Please include a **digital version** of the complete ECA Application submission package including:
 - a. **Engineering drawings**, preferred as one file not separate drawings
 - b. **Storm sewers design** sheets and drainage area plans
 - c. **Sanitary sewers design** sheets and drainage area plans

4. **MECP Pipe Data Form** – fillable PDF version

5. **Plans/Spreadsheets/ Reports:**

<ul style="list-style-type: none"> Title Page with Key Plan Legend General Plans Removals Drawings Typical Sections Plan and Profile Drawings Grading Plans Stormwater Management Plans Erosion and Sediment Control Plans Details Drawings Storm Sewers Design Sheets and Drainage Area Plans 	<ul style="list-style-type: none"> Sanitary Sewers Design Sheets and Drainage Area Plans Stormwater Management Report Sewage Pumping Station Design Report Stormwater Pumping Station Design Report Other reports, design sheets and plans as required:
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6. **Applicant's Articles of Incorporation**

*Not all of the materials identified above may be required.

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YORK REGION SUBMISSION REQUIREMENTS (CONTINUED)

SUBMISSION CHECKLIST (CONTINUED)

OWNER CONTACT INFORMATION

NAME:

EMAIL:

ADDRESS:

TELEPHONE:

EXT.:

SIGNATURE: _____ DATE:

AGENT/CONSULTANT CONTACT INFORMATION

NAME:

EMAIL:

ADDRESS:

TELEPHONE:

EXT.:

SIGNATURE: _____ DATE:

Submit the completed form, submission materials, financial documents and related inquiries to: developmentsservices@york.ca