

# Source Water Protection Screening Form

Screening form for building permits, minor variance, consent to sever, lot line adjustment and other *Planning Act* applications

Your property is in a vulnerable drinking water area. To process your application, the municipality needs additional information about the existing and proposed activities occurring on the property, as required by the *Clean Water Act*. Find out more information about Source Water Protection and your role in drinking water protection at [www.wellingtonwater.ca](http://www.wellingtonwater.ca)

This form must be filled out by the owner, the applicant, or their designate. Mandatory information includes:

- Section 1 – entire section
- Section 2 – entire section
- Section 3 – questions A to J marked “yes”. Please review each question to determine if it applies
- Section 4 – entire section

*For assistance in completing this form, please refer to the “Explanatory Guide” beginning on page 7*

## Section 1: General Information

Property Address or Legal Description: \_\_\_\_\_

Roll Number (if known): \_\_\_\_\_

Owner/Applicant Information:

Owner
Name: _____
Phone: _____
E-mail: _____

Applicant/Designate (if different than Owner)
Name: _____
Phone: _____
E-mail: _____

Who should we contact if additional information is required?

- Owner
- Applicant

How is your property serviced? Check all that apply:

- Unserviced
- Municipal Water
- Municipal Sanitary Sewer
- Septic System

- Private Drilled Well  
Approximate Well Age: \_\_\_\_\_
- Private Dug Well  
Approximate Well Age: \_\_\_\_\_

How is your building(s) heated? Check all that apply

- Natural Gas
- Propane
- Home Heating Oil
- Other: \_\_\_\_\_

## Section 2: Proposal

Application Type (check all that apply)
New Building
Expansion/Conversion of Existing Building
New or Replacement Septic System
Change of Use
Demolition Permit
Consent Application ( <i>severance, lot line adjustment</i> )
Minor Variance
Development Agreement
Other:

Proposed Land Use (check all that apply)
Low Density Residential ( <i>detached/ semi-detached house</i> )
Multi-Residential ( <i>townhouse, condo, apartment buildings, etc.</i> )
Agricultural
Commercial ( <i>including mixed use, office, retail, etc.</i> )
Industrial
Institutional
Home-based Business
Recreational ( <i>park, golf course, marina, etc.</i> )
Other:

Description of proposed land use or current land use if no change is proposed. Include a description of servicing, and building/structure use and size:

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## Section 3: Potential Threat Activities Associated with Application

### A. Are liquid fuels or wastes handled or stored on the property?

Yes, complete Table A below

No, continue to Section B

Table A	Existing	Proposed	Total Volume	Inside Home	Outside Home	Not Applicable
More than 250L of Liquid Fuel ( <i>e.g. gas, diesel</i> )						
Home Heating Oil or Waste Oil						
Industrial/Commercial Waste						
PCB Waste						
Hazardous Waste						
Handling of untreated liquids/solids from septic systems or holding tanks						

**B. Are non-residential chemicals handled or stored on the property?**

Yes, complete Table B below

No, continue to Section C

If you own a home-based business that handles or stores chemicals, complete Table B.

Table B	Existing	Proposed	Total Volume	Not Applicable
Paint, Stain, Lacquer, Enamel, etc.				
Auto repair/maintenance				
Degreasers/liquids for washing metal parts				
Industrial manufacturing/processing				
Chemical Solvents				
Dry cleaning chemicals				
Adhesives, furniture strippers				
Other Chemicals				

If "Other Chemicals" are existing or proposed, please provide information about the chemicals:

**C. Are road salt or de-icing chemicals stored or applied? Is snow stored on the property?**

This includes winter maintenance completed by a contractor on behalf of the property owner

Yes, complete Table C below

No, continue to Section D

Table C	Existing	Proposed	Volume Stored/Area Applied	Not Applicable
Road salt/de-icing chemical storage				
Size of area road salt/de-icing chemicals are applied				
Snow storage area greater than 8 parking spaces (200m <sup>2</sup> )				

If road salt/de-icing chemical storage is existing or proposed, how is it stored?

Covered          Uncovered          Partially covered

**D. Are hard surfaces proposed that may reduce water infiltration into the ground?**

This includes driveways, sidewalks, parking lots, large building roofs, patios, etc.

Yes, continue to Section E

No, continue to Section E

**E. Are stormwater management activities existing or proposed on the property?**

Yes, complete Table E below

No, continue to Section F

Table E	Existing	Proposed	Not Applicable
Stormwater Pond			
Oil/Grit or Oil/Water Separator			
Catch basins or sediment control (e.g. Stormceptor)			
Infiltration galleries			
Other (e.g. vegetated swales, constructed wetlands, etc)			

If “Other” stormwater management activities are existing or proposed, please provide further details:

**F. Are groundwater transport pathways existing or being created?**

Transport pathways are human constructed pathways through soil and bedrock that may increase the vulnerability of groundwater to certain contaminants.

Yes, complete Table F below

No, continue to Section G

Table F	Existing	Proposed	Not Applicable
Vertical Geothermal System			
Well not in use (includes domestic wells and environmental or geotechnical monitoring wells)			
Aggregate Extraction Project			
Non-residential or Large Multi-Residential Cassions/Building Piers			
Utilities/Excavation in fractured bedrock			
Parking garage/tunnel			

If any of the above transport pathways are occurring, please provide a brief description of the proposal and any relevant construction details (maps/cross-sections/figures, depth of excavation, etc). If constructing a geothermal system, please provide details including depth, vertical or horizontal, and whether the system is closed or open loop.

### G. Is non-residential water use existing or proposed?

This includes water used for agricultural, commercial, industrial, or institutional purposes such as manufacturing, irrigation, car/truck washing, etc. but does not include typical office use.

Yes, describe below

No, continue to Section H

Please describe what water is used for on the property. Include approximate volume (L/day), if known.

### H. Are manure, biosolids or livestock uses existing or proposed on the property?

Yes, complete Tables H1, H2, and H3 below

No, continue to Section I

Table H1	Application	Storage	Product Name	Not Applicable
Manure				
Biosolids, commercial food waste, etc. (i.e. NASM)				

Table H2	Existing	Proposed	Type of Animals	Estimated # of Animals	Not Applicable
Grazing/Pasture of Livestock					
Livestock Outdoor Confinement Yard					

Table H3	Existing	Proposed	Not Applicable
Nutrient Management Plan or Strategy, NASM Plan			
Environmental Farm Plan			

### I. Are fertilizers or pesticides used or stored on the property?

This includes fertilizer and pesticide use for agricultural purposes as well as commercial, industrial, institutional, and multi-residential landscaped areas. Single family houses are excluded.

Yes, complete Table I below

No, continue to Section J

Table I	Application	Storage	Product Name(s)	Not Applicable
Fertilizer				
Pesticide				

**J. Are provincial approvals required for any activities on the property?**

Yes, complete Table J below

No, continue to Section 4

Table J	Existing	Proposed	Description	Not Applicable
Environmental Compliance Approval				
Permit To Take Water				
Aggregate Resource Act Approvals				
Environmental Activity Sector Registry				
Record of Site Condition				

**Section 4: Declaration of Person (Owner or Applicant) Engaged in Activity**

By signing below, I declare that the information contained in this application and all attached documentation is true and accurate to the best of my knowledge. I understand that incomplete or inaccurate information may void any Notices or approvals issued relating to the proposal for which this application was intended.

\_\_\_\_\_  
Applicant or Owner Name

\_\_\_\_\_  
Applicant or Owner Signature

\_\_\_\_\_  
Date

**Information is collected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56 and the *Clean Water Act*, 2006, S.O. 2006, c. 22 for the administration and enforcement of the *Clean Water Act*. Please note that business identity information is not considered personal information pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*.**

For any inquiries about the collection of this information, please contact the Risk Management Office, Wellington Source Water Protection, 1 MacDonald Square, Elora, ON, N0B 1S0, 1-844-383-9800.

# Explanatory Guide for Completing the Source Water Protection Screening Form

Your property is located within a municipal well head protection area or intake protection zone and therefore may be subject to the *Clean Water Act*, 2006. The Wellhead Protection Area (WHPA) is the area around a municipal well where land use activities have the potential to affect the quality and quantity of water that flows into the wellhead. For more information, refer to [www.wellingtonwater.ca](http://www.wellingtonwater.ca) or contact 1-844-383-9800.

To assist staff in determining whether your property and/or application is subject to the Act, the Source Water Protection Screening Form is completed to inventory the activities that are proposed on your property. The following sections explain the form.

## Section 1 – General Information

Please fill out the municipal address and property owner for the subject property. If the Roll Number is known, please enter it here. Please indicate who we should contact if we have any questions about the application.

Servicing information:

Please fill out how your property is serviced, whether it is municipally serviced or if you are on a private well or septic system. If you are on a private well, please indicate the year the well was installed, or approximate age. Please also indicate your heating source.

## Section 2 – Proposal

Please check all that apply to the application and provide a brief explanation of the proposed development. If you are applying for something not listed or the proposed land use is not listed, please fill out the “Other” box.

## Section 3 – Potential Threat Activities Associated with Application

Within this section, please fill out all that apply to your application. If there is a square provided in the table, please provide a check mark; if there is a blank space in the table please write in the applicable information.

### 3 A Liquid Fuel Handling and Storage, Waste Handling/Storage

Fill out this section if you have liquid fuel storage or handling greater than 250 litres (1 gal = 3.785 L). This can be located in land uses for residential, agricultural, gas, commercial, industrial or institutional purposes and includes gasoline, diesel or home heating oil. It does not include propane or natural gas.

Fill out this section if there is hazardous waste or liquid industrial waste stored on the property including waste oil, solvents, and automotive fluids. Please note storage or disposal of oil does not include restaurant oil or grease. Storage of hazardous waste or liquid industrial waste includes wastes requiring reporting through the Resource Productivity and Recovery Authority’s Hazardous Waste Program Registry (formerly HWIN), if applicable. Disposal of waste on site includes landfilling and incineration. Typically, this will only be at commercial or industrial properties.

Fill out this section if the application is involved in the pumping out or disposal/treatment of raw sewage or septage, porta potties or holding tanks.

### 3 B Chemical Handling and Storage

Fill out this section if the application is regarding one of the listed chemical handling or storage activities on the form. If you use a chemical not listed, please provide additional details.

### 3 C Road Salt Application, Handling and Storage & Snow Storage

Fill out this section if there will be road salt or de-icing chemicals stored on the property or applied on a private road, parking lot, or sidewalk located on the property. Please provide estimates in m<sup>3</sup> for volume and m<sup>2</sup> for area. For storage type, covered includes within a structure or sealed container such as in a garage or salt bin, uncovered is any storage where the chemicals are exposed to weather, such as an outdoor salt pile, and partially covered includes storage where the chemicals may be exposed to weather, such as under a tarp, or roofed area without walls.

Fill out this section if there will be snow storage on the property if the storage area will be greater than 200m<sup>2</sup>. For reference, 200m<sup>2</sup> is roughly the size of 8 parking spaces.

### 3 D Groundwater Recharge Reduction

Fill out this section if there will be an increase in impervious surfaces on the property. For example, asphalt (driveways and parking areas) and covered areas (roofs, decks and structures). If building within the current building envelope, then it is not an increase. Please describe the type of hard surface proposed and approximate size. Please note this section only applies within the Town of Erin.

### 3 E Stormwater Management

Fill out this section if any stormwater management features exist or will be built on the property. This does not apply to single-family homes.

### 3 F Transport Pathway

Transport pathways are human constructed pathways through soil and bedrock that may increase the vulnerability of groundwater to certain contaminants.

- If a geothermal system is existing or proposed, please provide construction details, including depth, vertical or horizontal, closed loop or open loop in the space provided.
- Private wells include environmental or geotechnical monitoring wells and domestic wells.
- A large residential application includes multi-story, multi-unit residential developments.
- A road occupancy permit application could indicate when fracture bedrock excavation occurs.

### 3 G Non-residential water use

Fill out this section if your property is serviced by a well. Describe what activities use water, and approximate volumes, if known. This does not include water use associated with normal office operations such as bathrooms.

### 3 H Agricultural Uses

#### H1 Manure, Biosolids:

Fill out this section if there is application, handling or storage of Agricultural Source Material (ASM) (manure) or Non-Agricultural Source Material (NASM) on the property. ASM and NASMs include; manure (ASM) and biosolids, commercial food waste, etc. For more information on NASMs and ASMs please look at fact sheet number 4, available on our website, [www.wellingtonwater.ca](http://www.wellingtonwater.ca).

#### H2 Grazing and pasturing of livestock, Livestock outdoor confinement yard:

Fill out this section if there is any grazing, pasturing or housing of one or more livestock on the property excluding household pets. Livestock can include cows, horses, sheep, goats and other animals. If unsure, please contact Wellington Source Water Protection for clarification. Please give an estimation of the number of animals, as well as the type of animal(s).



### **H3 Agricultural Activity Plans**

Fill out this section if an agricultural activity plan exists for the property. This includes Nutrient Management Strategies, Nutrient Management Plans, Non-Agricultural Source Material Plans, and Environmental Farm Plans.

### **3 I Fertilizer & Pesticides**

Fill out this section if there is storage or use of fertilizer or pesticides for agricultural or commercial use. This includes use by a contractor to maintain landscaped areas on the property. Do not fill out this section if products are used only for personal use.

### **3 J Provincial Approvals**

Fill out this section if there are any prescribed instruments that apply to or are registered for the property. Please provide details regarding the type of instrument and attach a copy of the instrument to your application.

## **Section 4 - Declaration**

Either the owner or the applicant must sign and date the form.