



*"Inspiring a Healthy Environment"*

## **Erosion and Sediment Control Checklist**

The following checklist has been compiled by the Upper Thames River Conservation Authority (UTRCA) to assist applicants in the preparation of technical studies required to form part of a complete application. This checklist is required to be reviewed by UTRCA staff prior to preparation or submission of this study.

### **Internal Technical Review Team**

Date Prepared: \_\_\_\_\_

UTRCA File Handler: \_\_\_\_\_

UTRCA Technical Reviewed: \_\_\_\_\_

### **Applicant Information (signed Landowner Authorization Form may be required)**

Landowner: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant: \_\_\_\_\_ Email: \_\_\_\_\_

Consultant: \_\_\_\_\_ Email: \_\_\_\_\_

### **Lands Subject To Application**

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

Lot: \_\_\_\_\_ Concession: \_\_\_\_\_ Property Size: \_\_\_\_\_

Proposed Project Works: \_\_\_\_\_

### **Important Dates**

Scoping Meeting: \_\_\_\_\_ Site Visit (if required): \_\_\_\_\_

## Checklist

Report (to be contained within an existing report prepared by a Professional Engineer., such as Stormwater Management, Geotechnical Investigation, etc.)

- 1. Methods/Practices: description of all temporary and permanent measures that will be used on-site during all stages of construction and supported by an Erosion and Sediment Control (ESC) plan
- 2. Permanent Stabilization: brief description of how disturbed areas will be permanently stabilized after construction is completed. Final landscaping plan may also be required including any planting, seeding and other landscape materials (if applicable).
- 3. Contingency Plan: identify steps to be taken in the event of an emergency or failure of any ESC measures including relevant contact information.
- 4. Connection to Other Technical Reports: ensure that the details provided are cross-referenced for consistency across other technical reports that have been identified as a requirement for a complete application (Stormwater Management, Hydrogeological Assessment, Environmental Impact Study, etc.)

## Drawings

- 5. General Information: location of all proposed temporary and permanent ESC measures, north arrow, scale, legend, etc.
- 6. Existing/Pre-grading Conditions: adjacent properties and existing land use(s), existing site elevation at 1.0m intervals, overland drainage patterns, existing infrastructure (if any)
- 7. Proposed/Post-Grading Conditions: proposed grading/contours, surface flow directions, sedimentation control storage/basin, construction boundary, ESC measures, location, type and dimensions
- 8. Stockpile Details: description of any stockpiling location(s) and/or removal of material/excess soil off-site, and shown on ESC plan
- 9. Site Access: description of site's access and measures taken to prevent transfer of sediment off-site and shown on ESC plans
- 10. Cut and Fill: areas in the project with cut and/or fill, showing existing and proposed contours/grades
- 11. Details and Notes: detailed notes, standards, inspection, monitoring, reporting, and relevant cross-section details
  - a. Construction Details and Control Plan: installation notes, guidance notes, schematics for each proposed ESC measure
  - b. Phasing and Scheduling: details of phasing and scheduling of proposed construction works (if known)
  - c. Inspection and Maintenance: schedule of regular inspection activities, including frequency. UTRCA may require submission of regular ESC

inspection reports dependent on nature of project. Maintenance plan may also be required for sediment accumulation if an ESC pond is proposed, for example

- d. Monitoring Plan: description of monitoring activities throughout the entirety of construction project
- 12. Professional Engineering Certification: report and all engineered drawings to be signed, sealed, and dated by a qualified Professional Engineer of Ontario
- 13. Dewatering Plan: identify area(s) of the site that will require de-watering on the site and ESC plan (if required).
  - a. Dewatering outlets should be located a minimum of 15 meters (50 feet) from the top of bank of any watercourse or edge of a wetland; and,
  - b. General location of dewatering outlets on site plans (if applicable).

**Other Comments**

**Disclosure**

Please note that each technical submission is different, and local characteristics of each site may change the scope of work. This checklist is intended to ensure that some of the more critical information required for the preparation of erosion and sediment control measures have been considered. Please refer to the UTRCA's Erosion and Sediment Control Submission Guidelines (2024) for additional details on these requirements.

The purpose of this checklist is to outline the requirements specific to the Conservation Authority. A separate, standalone report/drawings are not required to be prepared for the Conservation Authority versus other agencies. This checklist does not preclude the applicant/author from including requirements of other agencies within the report.

Please ensure this form is enclosed as an appendix to the submitted report, and/or provided to UTRCA upon submission of a planning and/or permit application. As this application is still in the pre-consultation stage, the UTRCA requirements are subject to change pending further consultation and revisions to the proposed development. If any omissions are noted to these basic items, the submission will **not** be deemed complete, and will be returned to the applicant/consultant for revisions.