



## Lagoon Application Form

*This form details the information to be submitted by any person wishing to obtain a sewage works permit for a lagoon based wastewater treatment system. This application form has been prepared in accordance with Section 22 of The Environmental Management and Protection Act, 2002 (EMPA) for the issuance of a permit under Section 23.*

Information is to be submitted as part of either an application for a permit to construct a new or significantly altered sewage works, and/or for the application to operate a new or existing sewage works. Please ensure that each applicable section of the application is completed in a concise and clear manner.

Sewage works system may include sanitary and storm water collection system and extensions, sewage lift and pumping stations, wastewater treatment facilities including lagoons and effluent discharge or disposal works, lagoon seepage control works, and sludge treatment and disposal.

Please indicate the purpose of this Application:

- Permit To Construct** and/or  
 **Permit To Operate**

- If you are applying for a **Permit To Operate** a sewage works, the application must be completed and forwarded to your Environmental Protection Branch Office as noted below at least 60 days prior to the expiry date of the existing Permit for the sewage works or at least 60 days prior to the commissioning of a new or significantly altered sewage works.

### Environmental Protection Branch Offices

Estevan Office PO Box 5000, 1302 3rd St. Estevan SK S4A 0S1 Phone: (306) 637-4604 Fax: (306) 637-4603	Melville Office 256 2 <sup>nd</sup> Ave. W., Box 2170 Melville SK S0A 2P0 Phone: (306) 728-7492 Fax: (306) 728-7447	Prince Albert Office PO Box 3003 Prince Albert SK S6V 6G1 Phone: (306) 953-3369 Fax: (306) 953-2502	Swift Current Office 350 Cheadle Street West Swift Current SK S9H 4G3 Fax: (306) 778-8212 Phone: (306) 778-8685
La Ronge Office PO Box 5000 La Ronge SK S0J 1L0 Phone: (306) 425-4581 Fax: (306) 425-2580	Moose Jaw Office 206-110 Ominica St. W. Moose Jaw SK S6H 6V2 Phone: (306) 694-3586 Fax: (306) 694-3743	Regina Office 3211 Albert Street Regina SK S4S 5W6 Fax: (306) 787-0197 Phone: (306) 787-6504	Watrous Office PO Box 1128 403 Main Street Watrous SK S0K 4T0 Phone: (306) 946-3233 Fax: (306) 946-3221
Meadow Lake Office Unit 1 – 101 Railway Place Meadow Lake SK S9X 1E6 Fax: (306) 236-7677 Phone: (306) 236-7645	North Battleford Office 108-1146 102 <sup>nd</sup> St. North Battleford SK S9A 1E9 Fax: (306) 446-7464 Phone: (306) 446-7683	Saskatoon Office 102-112 Research Drive Saskatoon SK S7K 2H6 Phone: (306) 933-8367 Fax: (306) 933-8442	Yorkton Office 120 Smith Street Yorkton SK S3N 3V3 Fax: (306) 786-5716 Phone: (306) 786-1424
Melfort Office PO Box 6500 107 Crawford Avenue E. Melfort SK S0E 1A0 Phone: (306) 752-6129 Fax: (306) 752-6218			

- If you are applying for a **Permit To Construct** a sewage works, this application must be completed and forwarded at least 45 days prior to the start of construction to:

Municipal Branch,  
Saskatchewan Ministry of Environment  
4<sup>th</sup> Floor, 3211 Albert Street  
REGINA SK. S4S-5W6  
Telephone: (306) 787-6517  
Fax: (306) 787-0197

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**I. Administrative Information**

1.1 Name of the sewage works owner for which the Permit is being applied:

\_\_\_\_\_

1.2 Names and Address of the Owner (Municipality/Commission/Company/Individual)

Name: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_ Position \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

1.3 **Construction Application Additional Details** (Section 1.3 only required for Construction Approval)

Name of Consultant/Engineer: \_\_\_\_\_

Postal Address/Postal Code: \_\_\_\_\_

Estimated cost of project \$ \_\_\_\_\_ Phone Number: \_\_\_\_\_

General and detailed plans of the proposed works:

- are enclosed with this application form;
- will be forwarded by (Date) \_\_\_\_\_

Brief description of the works to be constructed

Applications must have an Information Services Corporation of Saskatchewan (ISC) Parcel Number(s). Works will be constructed on or exist on and affect the following lands or areas. The ISC Parcel Number, full legal description (1/4 Section, Township, Range and Meridian) and the owners or occupants names must be provided for the lands or areas on which works will be constructed and/or will be affected. To contact (ISC), please telephone 1-866-275-4721.

ISC Parcel Number	Land Description	Registered Owner	Applicant's Interest in Land

1.4 Operating staff and person(s) responsible for the day to day operation of the wastewater system

Name	Position	Certification		Contact Telephone #
		Number	Class	

1.5 Existing Permit to Operate **Number** or **Issue Date** for this Facility: \_\_\_\_\_

Expiry Date of the Permit: \_\_\_\_\_ Permit Holder: \_\_\_\_\_

**1.6 Heritage Assessment:**

All rural pipeline projects, subdivisions, lagoons and projects with an areal impact will need to have an initial review called a Heritage Resource Review (HRR). This will determine if a broader Heritage Resource Impact Assessment (HRIA) is necessary. Areal impact is simply an impact over an area that potentially has heritage issues (i.e. a lagoon expansion requires a HRR but adding an extra filter inside an existing treatment plant does not require a HRR.) HRRs must be performed as early in the project as possible, often prior to submitting this application to Environment. If you wish a ruling on whether your water and sewer project needs a HRR, please contact the Drinking Water Quality Section of Environment at (306) 787-6517 and ask to speak to an Approvals Engineer. If your project needs a HRR, please complete and forward the Heritage Resource Review Referral Form – Water and Sewer Works Form available on the internet (<http://www.tpcs.gov.sk.ca/HeritageReviewForms>) along with a single-page basic site plan to Archaeological Resource Management, Ministry of Tourism Parks, Culture and Sport, 9<sup>th</sup> Floor 1919 Saskatchewan Drive, Saskatchewan, S4P 4H2. Fax (306) 787-0069 or Telephone (306) 787-8157 / 787-5774 / 787-2848 / 787-5753.

Please select from the following;

- this project requires a Heritage Resource Review (HRR)
- the Heritage Resource Review (HRR) is underway, results will be faxed to (306) 787-0197
- the Heritage Resource Review (HRR) results are attached
- this project requires a Heritage Resource Impact Assessment (HRIA)
- the Heritage Resource Impact Assessment (HRIA) results are attached

**1.7 First Nations and Metis Consultations:**

Consultation must take place before any project or other activity that could adversely affect Treaty or Aboriginal rights is developed or put in place. The proponent must start the Consultation as early in the project development process as possible; we advise suitable time must be allotted if a Consultation is needed. To determine whether your project needs a Consultation with First Nations and Métis People, to determine the content and scope and scale of the Consultation, or if you have any other questions regarding Consultation please contact the Drinking Water Quality Section of Environment at (306) 787-6517 and ask to speak to an Approvals Engineer. Proponents undertaking Consultation will typically be required to perform information sharing and issue identification and adjustments and reporting to Environment. If you have contact with another provincial ministry before you have contacted Environment, ask that ministry to conduct any required Consultation. If Consultation has been or is being done with another agency please indicate below, as only one Consultation is typically required. Further information is available in the publication *Government of Saskatchewan Interim Guide for Consultation with First Nations and Métis People*, January 2008 (<http://www.fnmr.gov.sk.ca/documents/policy/consultguide.pdf>online).

Please select from the following;

- Environment indicates this project requires a First Nation and Metis Consultation
- a First Nation and Metis Consultation is being considered by another agency
- a First Nation and Metis Consultation has been completed by another agency
- the First Nation and Metis Consultation results are attached
- Environment indicates the First Nation and Metis Consultation is completed

**II. Wastewater System (Technical Data)**

2.1 Present population served by the wastewater stabilization lagoon: \_\_\_\_\_

2.2 Legal land location of the wastewater stabilization lagoon:  
 LSD \_\_\_ SEC \_\_\_ TWP \_\_\_ RG \_\_\_ M \_\_\_; Latitude \_\_\_\_\_ Longitude \_\_\_\_\_

2.3 Detail description of the wastewater stabilization lagoon. Please complete according to as-built information. (Also attach a sketch drawing of the lagoon)

Identify each cell in order of flow	Maximum Water Depth (m)	Volume of the Cell (m3)	Surface area of the cell at Full Supply Level (ha)	Design Retention Time (days)	Indicate Existing or New

2.4 Method of treated wastewater disposal (Check all applicable)

- Surface discharge: Number of discharges/year \_\_\_\_\_ When \_\_\_\_\_
- Exfiltration
- Gravity line and outfall
- Pumped to the outfall location
- Continuous discharge, or
- Storage and periodic discharge (if so how often in a year and when) \_\_\_\_\_  
 Number and volume of Storage cells \_\_\_\_\_  
 Legal land description of the outfall \_\_\_\_\_  
 Discharge route: immediate \_\_\_\_\_ ultimate \_\_\_\_\_  
 Have easement(s) been obtained for the discharge route? Yes \_\_\_ No \_\_\_ N/A \_\_\_
- Evaporation (no discharge)
- Irrigation  
 Legal land description \_\_\_\_\_ Land use: \_\_\_\_\_  
 Legal land description \_\_\_\_\_ Land use: \_\_\_\_\_  
 Legal land description \_\_\_\_\_ Land use: \_\_\_\_\_  
 Total area irrigated \_\_\_\_\_
- Discharge to wetland area (constructed or natural). Provide a description and land location  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- Other methods of discharge (provide details) \_\_\_\_\_

- 2.5 Are there any flow measurement devices? Yes \_\_\_ No \_\_\_  
 inflow to the plant: device type \_\_\_\_\_ how often is it recorded \_\_\_\_\_  
 outflow from the plant: device type \_\_\_\_\_ how often is it recorded \_\_\_\_\_
- 2.6 Are there ground water monitoring wells (piezometer) installed on the lagoon/plant site?  
 Yes \_\_\_ No \_\_\_ Number of wells \_\_\_ Location \_\_\_\_\_ Attach labelled diagram of site
- 2.7 Is the wastewater stabilization lagoon fenced? Yes \_\_\_ No \_\_\_
- 2.8 Is the wastewater treatment plant equipped with an alarm system for high flows, process failures or other alarm situations? Yes \_\_\_ No \_\_\_ If yes, provide some details
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- 2.9 Sludge treatment and disposal  
 a. Identify the method of sludge treatment:
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b. Method of sludge disposal

- landfill: legal land description LSD \_\_\_ QTR \_\_\_ SEC \_\_\_ TWP \_\_\_ RG \_\_\_ M \_\_\_  
 storage/drying cell: legal land description LSD \_\_\_ QTR \_\_\_ SEC \_\_\_ TWP \_\_\_ RG \_\_\_ M \_\_\_  
 sludge applied to land: legal land description LSD \_\_\_ QTR \_\_\_ SEC \_\_\_ TWP \_\_\_ RG \_\_\_ M \_\_\_  
 Others. Please specify
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**III. Wastewater and Storm Drainage Collection System**

- 3.1 Are there any other Municipalities, Development(s) or Companies outside municipal boundaries discharging or hauling to the wastewater collection system or wastewater treatment system? Yes \_\_\_ No \_\_\_  
 If yes, please provide a complete list and address with name and contact person and the approximate annual flows or population. (If multiple, please attach list)

Name/Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Annual Flows or Population: \_\_\_\_\_

- 3.2 Provide a general description of the method of storm water collection within the community (this will include surface water runoff from any industrial sites located within the community).
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- 3.3 Does the storm water system interconnect with the wastewater collection system? Yes \_\_\_ No \_\_\_  
 If Yes, please provide details \_\_\_\_\_

- 3.4 Are there any sewage pumping station (s) on the wastewater collection system? Yes \_\_\_ No \_\_\_  
 If yes, provide a complete listing and location of the lift stations in the following table:

Sewage Pumping Station Location	Does it have emergency overflow? If yes, provide some details of discharge route and emergency practices	Design Capacity L/min	Notes (indicate new or existing for construction approval application)

**IV. Overall Review of the Wastewater System**

The following information must be submitted as part of any **application to operate sewage works** in accordance with Section 22 (e) the *Environmental Management Protection Act, 2002*. It should be noted that the extent of information required would depend on the applicant's circumstance to ensure that they have adequately addressed each issue. However, it is important that it be as clear and concise as possible:

1. Please provide a brief description of how the lagoon is operated and maintained.

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2. Have you experienced any operational problems or received any complaints about the operation of the lagoon? If yes, please provide some detail on the issue and how it was resolved.

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3. Are you requesting any changes or alterations to the Permit for the operation of the lagoon? If yes provide details.

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4. Do you anticipate any changes or modifications to the sewage works in the next eight years? If yes, please provide some information.

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**V. Signature Page**

The sections of *The Environmental Management and Protection Act, 2002* and *The Water Regulations, 2002* that are of particular relevance to wastewater works system are:

- i) *The Environmental Management and Protection Act, 2002* Part 4, Division 1 (Regulation of Water Quality);
- ii) *The Environmental Management and Protection Act, 2002* Part 4 Division 2 (Drinking Water and Waste Water);
- iii) *The Water Regulations, 2002* Part IV (Water Pollution Control).

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge and belief, this information is true, complete and accurate.

\_\_\_\_\_  
Printed Name Of Person Signing

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Date Of Application

\_\_\_\_\_  
Signature