Site ID:	**AP**:	**Lat**:	°	'	''
PID:	**Type**:	**Long**:	°	'	''

Civic Address:

Legal Desc:

Owner / Applicant:

☐ MoE Pre-approval (Check Site Registry)	☐ Borehole Log: Disclaimer, excel, pdf, address
☐ Technical Guidance 10 (PSI Checklist) Mandatory except for Contaminated Soil Relocation Agreement and CoCs based on AIPs	☐ Technical Guidance 11 (DSI Checklist) Mandatory except for Contaminated Soil Relocation Agreements, Preliminary and Final Determinations, and COCs after AIPs

Certification Document   Reports unlocked for PA ☐

Certification Document	Reports unlocked for PA ☐		
☐ Approval in Principle Numerical	☐ PSI ☐ DSI ☐ Remediation Plan		

☐ Approval in Principle
   -   Detailed Risk or
   -   Screening Level Risk
	☐ PSI
	☐ Remediation Plan
		☐ DSI
		☐ Screening Level Risk Assessment
			☐ HHERA *(detailed risk only)*

☐ Certificate of Compliance Numerical	☐ PSI	☐ DSI	☐ Confirmation of Remediation

☐ Certificate of Compliance
   -   Detailed Risk or
   -   Screening Level Risk
	☐ PSI
	☐ Confirmation of Remediation
	☐ Screening Level Risk Assessment
		☐ DSI	☐ HHERA *(detailed risk only)*
			☐ PVP *(optional)*

☐ CoC with an AiP in place	☐ Confirmation of Remediation		
☐ Preliminary and Final Determination	☐ PSI		

Initial Screening

    ☐   Look up Lat, Long to make sure it is correct

Submission Fees

    ☐ Correct CSAP amount   ☐ Correct Ministry amount

Site plan in **Schedule "A" of Certification Document**

    ☐ Oriented north, clearly labelled with a north arrow   ☐ Identified by continuous bold line

    ☐ Scale   ☐ Street names   ☐ No logos

Location map in **Schedule "A" of Certification Document**

    ☐ Oriented north, clearly labelled with a north arrow   ☐ Site clearly marked

    ☐ Scale   ☐ Street names   ☐ No logos

Land Title Office Records (LTO) *(Report sometimes filed in PSI report)*

    ☐ Correct PID   ☐ Legal Plan   ☐ Correct Property Owner

    ☐ Correct Legal Description   ☐ Current (within 6 months)

Area-Based Site Registry Search *(Report sometimes filed in PSI report)*

    ☐ Correct Site ID   ☐ Correct Lat and Long   ☐ Correct Civic Address

    ☐ 0.5 km radius   ☐ Current (within 6 months)

Detail Site Registry Search results Report

    ☐ Correct Site ID   ☐ Correct Lat and Long   ☐ Correct Civic Address

    ☐ Correct PID   ☐ Current (within 6 months)

Notification of Independent Remediation *(Only for CoC NUM)*

    ☐ Correct Site ID   ☐ Correct Lat and Long   ☐ Correct Civic Address

    ☐ Correct PID   ☐ Correct Legal Desc.   ☐ Signed and Dated

    ☐ Correct Property Owner   ☐ Notice of Completion of Remediation Submitted

Site ID: **AP**:   **Lat**:

PID: **Type**:   **Long**:

Civic Address:

Legal Desc:

Owner / Applicant:

Notification of Offsite migration *(not required for Det)*

☐ Correct Site ID   ☐ Correct Lat and Long   ☐ Correct Civic Address

☐ Correct PID   ☐ Correct Legal Desc.   ☐ Signed and Dated

☐ Correct Property owner   ☐ Communication Record

Site Risk Classification *(not required for Det)*

☐ Correct Site ID   ☐ Correct Lat and Long   ☐ Correct Civic Address

☐ Correct PID   ☐ Correct Legal Desc.   ☐ Signed and Dated

☐ Correct Property owner   ☐ Current (within 5 years)

Contaminated Sites Services Application Form *(updated form has section 7.3)*

☐ Correct Site ID   ☐ Correct Lat and Long   ☐ Correct Service Chosen

☐ Correct PID   ☐ Correct Legal Desc.   ☐ Correct Civic Address

☐ Correct Property Owner   ☐ Correct Applicant   ☐ Signed and Dated

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Summary of Site Condition

☐ Correct Site ID   ☐ Correct Lat and Long   ☐ Correct Civic Address

☐ Correct PID

☐ Correct Property Owner

☐ Document Summary (Part 3)

☐ Section 4.5 has complete substances list

☐ Section 4.7 completed

☐ Sections 4.5, 4.6 *(Report#, Figure# and Page# are listed or N/A)*

☐ Section 7.1 and 8.2 have AP's name

☐ Section 7.2 Signed/Dated by AP

☐ Section 7.2 As of Date Included

☐ Section 7.3 Signed/Dated by Arm's Length Reviewer or N/A

☐ Section 8.1 Signed/Dated by Owner, Agent or Lessee

Cover Letter. Screen for **format** as well as **content**.

☐ Victoria File # *(Detailed Site Registry)*   ☐ Site ID

☐ Addressee is Applicant   ☐ Civic Address

☐ CC part includes Municipality, AP, CSAP, Site Owner, Interested Parties and Emails.

Certification Document. Screen for **format** as well as **content**.

☐ Site ID (footer)   ☐ PID   ☐ Civic Address   ☐ Lat and Long   ☐ Legal Desc.

☐ Correct Applicant (for AiP)   ☐ Confirm Legal Plan# (for M&B)

☐ Included Docs against SoSC Part 3

☐ Substances used against Section SoSC 7.2

☐ Land use   ☐ Water use   ☐ Sediment use   ☐ Soil vapour

Media used against SoSC Section 4.4:

☐ Land use   ☐ Water use   ☐ Sediment use