

## CSAP Reference No: 15-

Site ID:

AP:

Lat:

PID:

Type:

Long:

°	'	"	"
°	'	"	"

Civic Address:

Legal Desc:

Required Ministry Submission Documents	
<input type="checkbox"/> MoE Pre-approval (Check Site Registry)	<input type="checkbox"/> Borehole Log <input type="checkbox"/> Disclaimer
<input type="checkbox"/> <a href="#">Technical Guidance 10</a> (PSI Checklist) Mandatory except for Contaminated Soil Relocation Agreement and CoCs based on AIPs	<input type="checkbox"/> <a href="#">Technical Guidance 11</a> (DSI Checklist) Mandatory except for Contaminated Soil Relocation Agreements, Preliminary and Final Determinations, and COCs after AIPs
Required Supporting Documents	
Instrument	Reports
<input type="checkbox"/> Approval in Principle (Standards)	<input type="checkbox"/> PSI <input type="checkbox"/> DSI <input type="checkbox"/> Remediation Plan
<input type="checkbox"/> Approval in Principle (Risk)	<input type="checkbox"/> PSI <input type="checkbox"/> DSI <input type="checkbox"/> HHERA <input type="checkbox"/> Remediation Plan
<input type="checkbox"/> Certificate of Compliance STD	<input type="checkbox"/> PSI <input type="checkbox"/> DSI <input type="checkbox"/> Confirmation of Remediation
<input type="checkbox"/> Certificate of Compliance (Risk)	<input type="checkbox"/> PSI <input type="checkbox"/> DSI <input type="checkbox"/> HHERA <input type="checkbox"/> Confirmation of Remediation <input type="checkbox"/> PVP
<input type="checkbox"/> CoC with an AiP in place	<input type="checkbox"/> Confirmation of Remediation
<input type="checkbox"/> Preliminary and Final Determination	<input type="checkbox"/> PSI
<input type="checkbox"/> Contaminated Soil Relocation Agreement	<input type="checkbox"/> Investigation Report for source site and characteristics (as per CSRA and SoSC) of the receiving site/location and Soil Relocation Agreement

### Initial Screening

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

CD - USB drives not accepted.

Draft instrument and cover letter in Word

All documents listed in transm. letter

**Date stamp** the following with CSAP number;

*Transmittal Letter*

**Application Form**

**This Checklist**

**Submission Fees**

Correct CSAP amount

Correct Ministry amount

**Site plan** in Schedule "A" (Part of instrument)

Oriented north, clearly labelled with a north arrow

Identified by continuous bold line

Scale  Street names  No logos

Not arial plan

**Location map** in Schedule "A" (Part of instrument)

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

Current (within 6 months)

Correct Legal Description

Correct Property Owner

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

0.5 km radius

Correct Site ID

Correct Lat and Long

Current (within 6 months)

Correct Civic Address

**Detail Site Registry Search** results Report

Current (within 6 months)

Correct Lat and Long

Correct Site ID

Correct Civic Address

Correct PID

**Notification of Independent Remediation** (*not required for Determination, for risk based confirm with AP*)

Correct Site ID

Correct Lat and Long

Correct Civic Address

Correct PID

Correct Legal Description

Signed and Dated

**CSAP Reference No: 15-**

Site ID:

AP:

Lat:

PID:

Type:

Long:

	0	'		“
	0	'		“

Civic Address:

Legal Desc:

- Notice of Completion of Remediation Submitted       Correct Property owner

**Notification of Offsite migration**

- Correct Site ID       Correct Lat and Long       Correct Civic Address  
 Correct PID       Correct Legal Description       Signed and Dated  
 Correct Property owner       Communication record

**Site Risk Classification** (not required for Determination)

- Correct Site ID       Correct PID       Correct Lat and Long  
 Property owner       Correct Legal Desc.       Correct Civic Address  
 Exposure Pathway Questionnaire  
(If required by sections VI and VII of Site Risk Classification Report)       Signed and Dated

**Contaminated Sites Services Application Form**

- Correct Applicant       Correct Site ID       Correct Legal description  
 Correct Instrument chosen in Part C “other services”       Correct PID  
 Correct Civic Address       Correct Lat and Long       Signed and dated  
 Part E is completed       Correct Property Owner

**Summary of Site Condition**

- Correct Property owner       Correct Site ID       Correct Civic Address  
 Correct Legal description       Correct PID       Correct Lat and Long  
 Document Summary (Part 3)       Section 4.7 completed  
 Section 4.5 has complete substances list       Section 7.1 and 8.2 have AP’s name  
 Signed/Dated by AP       Signed/Dated by owner, lessee, or agent... (Sect 8.1)  
 Signed/Dated by Arm’s Length Reviewer (Sect 7.3). Type of review indicated  
 Sections 4.5, 4.6, 5.2 and 5.4 – Report#, Figure# and Page# are listed (or N/A)

- Record data in the Online Submissions Manager       SRCR emailed to MoE

**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 for Determination

**Instrument.** Screen for **format** as well as **content**.

- Lat and Long       PID       Civic Address       Legal Desc.       Site ID (footer)  
 Substances used against SoSC 7.2  
 Land use       Water use       Sediment use       Soil vapour  
Media used against SoSC 4.4:  
 Land use       Water use       Sediment use  
 Included docs against SoSC 3.0       Confirm Legal plan #

- Notify the Submitting AP and applicant when the submission is with courier to MoE