**CSAP Submission Transmittal Letter**

|  |  |
| --- | --- |
| Submitting Company Name  | Click or tap here to enter text |
| Risk AP Name  | Click or tap here to enter text. |
| AP meets the member in good standing requirements (insurance is up to date, dues paid, and member in good standing with parent organization) |[ ]
| STD AP Name  | Click or tap here to enter text. |
| AP meets the member in good standing requirements (insurance is up to date, dues paid, and member in good standing with parent organization) |[ ]
| Is there anything CSAP and ENV need to know about this application? (e.g. change of address, owner, parcel subdivision, previous communication with ENV, etc.) | Comments here |
|  |  |
| To avoid potential conflicts of interest during CSAP Detailed Administrative Screening and/or Performance Assessments, check this box if the site (and/or associated sites) is involved in or pending litigation. |[ ]
| Is this submission a self-review |[ ]
| Are Covenants required on Land Titles for any of the Instruments |[ ]
| For AIPs, and CofCs with annual or other future reporting conditions, please indicate the company name, contact name and email of the party responsible for the future reporting (being tracked so CSAP can send a reminder in future years). Do not list the consultant’s contact info, but rather the responsible party info. | Click or tap here to enter text. |
| Please note: Please be advised that submissions transferred to the Ministry of Environment and Climate Change are subject to the Freedom of Information Act. |

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| Instrument 1  | Choose an Instrument Type from the Dropdown 🡪 |
| Site ID | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| PID | Enter PID(s) |
| Owner | Enter Owner Name |
| Applicant | Enter Applicant |
| Latitude | DD | MM | SS |
| Longitude | DD | MM | SS |
| Comment (source, off-site, future dedication, etc.) | Comments here |

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| Instrument 2  | Choose an Instrument from the Dropdown 🡪 |
| Site ID | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| PID | Enter PID(s) |
| Owner | Enter Owner Name |
| Applicant | Enter Applicant |
| Latitude | DD | MM | SS |
| Longitude | DD | MM | SS |
| Comment (source, off-site, future dedication, etc.) | Comments here |

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| Instrument 3  | Choose an Instrument Type from the Dropdown 🡪 |
| Site ID | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| PID | Enter PID(s) |
| Owner | Enter Owner Name |
| Applicant | Enter Applicant |
| Latitude | DD | MM | SS |
| Longitude | DD | MM | SS |
| Comment (source, off-site, future dedication, etc.) | Comments here |

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| Instrument 4  | Choose an Instrument Type from the Dropdown 🡪 |
| Site ID | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| PID | Enter PID(s) |
| Owner | Enter Owner Name |
| Applicant | Enter Applicant |
| Latitude | DD | MM | SS |
| Longitude | DD | MM | SS |
| Comment (source, off-site, future dedication, etc.) | Comments here |

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| Instrument 5  | Choose an Instrument Type from the Dropdown 🡪 |
| Site ID | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| PID | Enter PID(s) |
| Owner | Enter Owner Name |
| Applicant | Enter Applicant |
| Latitude | DD | MM | SS |
| Longitude | DD | MM | SS |
| Comment (source, off-site, future dedication, etc.) | Comments here |

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| Instrument 6  | Choose an Instrument Type from the Dropdown 🡪 |
| Site ID | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| PID | Enter PID(s) |
| Owner | Enter Owner Name |
| Applicant | Enter Applicant |
| Latitude | DD | MM | SS |
| Longitude | DD | MM | SS |
| Comment (source, off-site, future dedication, etc.) | Comments here |

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| --- | --- | --- | --- | --- |
|  | Document Title | Author/Company | Report Date(dd/mm/yyyy) | Report Location (included or appended) |
| 1 | PSI, DSI, RAP,CoR,HHERA as appropriate |   |   |   |
| 2 | Click or tap here to enter text. |   |   |   |
| 3 | Click or tap here to enter text. |   |   |   |
| 4 | Click or tap here to enter text. |   |   |   |
| 5 | Click or tap here to enter text. |   |   |   |
| 6 | Click or tap here to enter text. |   |   |   |
| 7 | Click or tap here to enter text. |   |   |   |
| 8 | Click or tap here to enter text. |   |   |   |
| 9 | Click or tap here to enter text. |   |   |   |
| 10 | Click or tap here to enter text. |   |   |   |
| 11 | Click or tap here to enter text. |   |   |   |
| 12 | Click or tap here to enter text. |   |   |   |
| 13 | Click or tap here to enter text. |   |   |   |
| 14 | Click or tap here to enter text. |   |   |   |
| 15 | Click or tap here to enter text. |   |   |   |
| 16 | Click or tap here to enter text. |   |   |   |
| 17 | Click or tap here to enter text. |   |   |   |
| 18 | Click or tap here to enter text. |   |   |   |
| 19 | Click or tap here to enter text. |   |   |   |
| 20 | Click or tap here to enter text. |   |   |   |

**Additional documentation is attached to this letter as noted below.**

**REQUIRED**

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|[ ]  Cheque made payable to the CSAP Society for applicable CSAP fees and a separate cheque made payable to the Minister of Finance for applicable ENV fees  |

**STANDALONE DOCUMENTATION (electronic [pdf or word as specified] file):**

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| --- |
|[ ]  Completed Contaminated Site Service Application Form |
|[ ]  Draft Instrument Cover Letter – word version  |
|[ ]  Draft Instrument – word version  |
|[ ]  Completed Summary of Site Condition (CSAP annotated version used) |
|[ ]  Completed Site Risk Classification Form (not required for negative Determinations) |
|[ ]  Completed Technical Guidance 10 (PSI checklist) |
|[ ]  Completed Technical Guidance 11 (DSI Checklist)  |
|[ ]  Copy of applicable Land Title Office legal plan(s) or other land survey results (**current title within last 30 days**) |
|[ ]  Area Based Site Registry Search, 0.5 km radius (current search within the last 6 months) |
|[ ]  Detailed Site Registry Search (current report within the last 6 months) |
|  |
| **NOTE:** | **The ministry is currently reviewing only electronic documents.** |

**ADDITIONAL STANDALONE DOCUMENTS (included as appropriate in electronic (pdf) format):**

|  |  |  |
| --- | --- | --- |
|  | Included Or n/A | NOTES |
| Performance Verification Plan |  | Enter notes here |
| Notice of Independent Remediation (Initiation and Completion) |  | Enter notes here |
| Notice of Off-Site Migration |  | Enter notes here |
| Consent of both owners to join sites |  | Enter notes here |
| Communication records for affected parcels |  | Enter notes here |
| Typical Borehole Log (PDF with disclaimer and MoE excel form) for MOE mapping |  | Enter notes here |
| Preapproval and Approvals required under protocols (2,3,4,6 and 9) |  | Enter notes here |
| Supporting Documents for use of PAAD Attenuation TG4 |  | Enter notes here |
| Other as Applicable: (Prior instruments, e.g. previously issued CoC)  |  | Enter notes here |
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**Please include an alternative company contact that can be contacted in your absence regarding the submission.**

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| --- | --- | --- |
| Enter name here | Enter Phone here | Enter Email here |
| Name | Phone | Email |