

Appendix D-5

Final Submission Checklist

This checklist is to be completed by

Applicant: _____ Consultant: _____

Phone: _____ Phone: _____

Email: _____ Email: _____

Address: _____ Address: _____

Development or Site Alteration Application Address:

Final EIA Submission Verification Checklist (For Use by Lead Planning Authority)

Lead Planning Authority: _____

- 8 ½ by 11 paper (maps, figures and appendices may be on 11 by 17), double sided in a standard font of reasonable size
- A title page that includes: the name of the applicant, address of the subject property, lists the author(s) of the report, the consulting firm(s) and the date the report was completed
- Digital copy of report, data and shapefiles
- Final EIA Submission Checklist completed and signed by the proponent (or delegate)

Final EIA Package Submission:

- Accept
- Return (if submission is returned, please provide written justification to proponent and request resubmission)

Signature: _____ Date: _____

Final EIA Data Package Submission Checklist (For Use by Proponent / EIA Consultant)

- The approved EIA report with any associated addenda; A title page that includes: the name of the applicant, address of the subject property, lists the author(s) of the report, the consulting firm(s) and the date the report was completed
- 8 ½ by 11 paper (maps, figures and appendices may be on 11 by 17), double sided in a standard font of reasonable size
- Provide contact information for the consulting company/ principle author of the report
- A revised *development* or *site alteration* proposal (if required);
- Mechanisms or plan for implementation of recommendations identified in the approved EIA;

- GIS data package;
- Digital copy of report, data and shapefiles
- Species data is provided as an excel file
- Survey results tables;
- Datasheets.

Appendices and attachments

- Approved Terms of Reference
- Mapping and Figures
- Species List
- Additional studies, applicable
- Addendums to the EIA, as applicable
- Correspondence and review comments/responses, as applicable

Files and Permissions

- Digital copy of EIA and appendices are provided in PDF or Word format
- Species observational data is provided:
 - As an excel (.xls) file;
 - Attributed to observation points (e.g., breeding bird stations) or vegetation community (e.g., transects / area searches, plant species);
 - Pertinent information is to be provide with the species data, including: date, observer, evidence type / code (fauna), abundance, as applicable;
 - Data is **not** to be generalized to the project or study area;
 -
 - Specific point or polygon locations for uncommon or rare species is to be provided (as applicable);
- GIS shapefiles are provided:
 - In ESRI shapefile or GRID file format;
 - UTM-17N, NAD-83 projection;
 - Meter map units;
 - Shapefiles are to be accompanied by XML metadata file and PRJ projection file.

**Permission is given to Halton Region, *Lead Planning Authority*, as well as the CA and NEC (as appropriate / applicable) to utilize data collected from this study.

I _____, agent for _____, confirm that the attached Draft Environmental Impact Assessment (EIA) addresses the scope of work outlined in the approved Terms of Reference, contains the above study requirements and has been completed in accordance with the Region’s EIA Guideline.

Signature: _____ Date: _____