

Development Engineering Submission Requirements

***Please Note: Halton Region's Development Engineering Review Service online intake system will categorize your submission numbers as they move through the process and you will be provided a transaction number every time you submit documents for tracking purposes. Please keep all email confirmations of your uploaded documents as this will be your mechanism to keep track of what was submitted.**

1st Submission Requirements Checklist [Upload Category – Engineering Drawings]

- Proof of Payment/Receipt of Engineering & Inspection Fee non-refundable deposit

Engineering Drawings

- Engineers Submission Cover Letter
- Design Checklist for Water
- Design Checklist for Wastewater
- Design Deviation Application **(if applicable)**
 - Deviation Schematic Plan – **(Showing Where Design Deviations Apply) - mandatory for Design Deviation Application**
 - Underside of Footing details – **(associated with any lateral depth deviations)**
- Cover/Title Sheet
- General Notes
- General Aboveground Servicing Plans
- General Underground Servicing Plans
- Watermain Layout Plans
- Removals Plan
- Grading Plans
 - Pavement elevations
- Sanitary Drainage Area Plans
- Sanitary Sewer Design Sheets
- Storm Drainage Plans
- Storm Design Sheets
- Plan and Profile Drawings of the Affected Road Showing the Proposed Works
 - Typical sections and details, driveway and entrance profiles, Alignment data, transit infrastructure
- Construction Details – (Region of Halton Standard Drawings)
- Construction Details – (Local Municipality Standard Drawings)
- Construction Details – (Ontario Provincial Standard Drawings)
- Standard R.O.W Cross Sections
- Erosion and Sediment and Control Plans
- Erosion and Sediment Control Details
- Traffic Management Plan
- Construction Management and Mobility Plan
- Pavement Marking & Traffic Signage Plans

- Regional Right of Way Landscape Drawings – including Landscape plan, planting details, notes and plant schedules
- Traffic Signal and Street Lighting Plans (Regional Roads & Intersections)
 - Traffic signal layout, temporary traffic signal layout, traffic signal removals, lighting and communication wiring diagram
- Streetlight System Layout
- Photometric Analysis – for Regional Roads
- Electrical Details Sheet PHM-125 Drawings
- PHM-125 Approved Checklist

2nd / 3rd / 4th Submission Requirements Checklist [Upload Category – Engineering Drawings]

Engineering Drawings

- Engineers Submission Cover Letter
- Design Checklist for Water (updated if required)
- Design Checklist for Wastewater (updated if required)
- Design Deviation Application **(if applicable)**
 - Deviation Schematic Plan – **(Showing Where Design Deviations Apply) - mandatory for Design Deviation Application**
 - Underside of Footing details – **(associated with any lateral depth deviations)**
- Cover/Title Sheet
- General Notes
- General Aboveground Servicing Plans
- General Underground Servicing Plans
- Watermain Layout Plans
- Removals Plan
- Grading Plans
 - Pavement elevations
- Sanitary Drainage Area Plans
- Sanitary Sewer Design Sheets
- Storm Drainage Plans
- Storm Design Sheets
- Plan and Profile Drawings of the Affected Road Showing the Proposed Works
 - Typical sections and details, driveway and entrance profiles, alignment data, transit infrastructure
- Construction Details – (Region of Halton Standard Drawings)
- Construction Details – (Local Municipality Standard Drawings)
- Construction Details – (Ontario Provincial Standard Drawings)
- Standard R.O.W Cross Sections
- Erosion and Sediment and Control Plans
- Erosion and Sediment Control Details
- Traffic Management Plan
- Construction Management and Mobility Plan
- Pavement Marking & Traffic Signage Plans

- Regional Right of Way Landscape Drawings – including Landscape plan, planting details, notes and plant schedules
- Traffic Signal and Street Lighting Plans (Regional Roads & Intersections)
 - Traffic signal layout, temporary traffic signal layout, traffic signal removals, lighting and communication wiring diagram
- Electrical Details Sheet
- PHM-125 Drawings
- PHM-125 Approved Checklist
- Response Matrix of Regional and Local Municipal Comments
- MECP approval package – **see detailed breakdown of required documents and timing of submission below – separate upload category**
- DARF Package – **see detailed breakdown of required documents and timing of submission below – separate upload category**

MECP Approval Submission Checklist [Upload Category – MECP Approval]

(Only to be submitted at timing as indicated by Regional Development Project Manager)

Sanitary Sewer (Wastewater Main) MECP Requirement List

- Design Checklist - Wastewater Mains
- Signed Design Deviation Application **(if applicable)**
- Deviation Schematic Plan **(Showing Where Design Deviations Apply - mandatory for Design Deviation Application)**
- Geo-Referenced Key Map Example (Most Downstream Sanitary Sewer Manhole)
- MECP Approval - Form SS1 – Record of Future Alteration Authorized for Separate Sewers- Nominally Separate Sewers-Force mains
- MECP Approval - Supplementary Source Protection Screening Form
- MECP Pipe Data Form (for Pumping Stations Only)
- Sanitary Sewer Design Brief - Use Halton Region Template

Watermain MECP Requirement List

- Form 1 – Record of Watermains
- Design Checklist – Watermains
- Geo-Referenced Key Map (SW Limit of Development Property)
- Signed Design Deviation Application **(if applicable)**
- Deviation Schematic Plan **(Showing Where Design Deviations Apply - mandatory for Design Deviation Application)**

Development Agreement Request Form (DARF) Package Submission Checklist [Upload Category – DARF Package]

(Only to be submitted if applicable and at timing as indicated by Regional Development Project Manager)

- Completed Development Agreement Request Form (DARF)
- Sections I through VII complete

- Draft 20M-Plan
- Surveyors Area & Frontage Certificate
- Draft 20R-Plans (Optional)
- No Blasting Letter
- Schedule One: description of the lands
- Schedule Two: Location Map.
- Schedule Four: Requirements for transfers of lands for Regional easements for Regional Works, Regional Road widening.
- Itemized Cost Estimate of Regional Works

Approved Drawings Checklist [Upload Category – Approved Engineering Drawings]

➤ *Engineering Drawings with Regional Comments and Local Municipalities Comments Addressed*

- Engineers Submission Cover Letter
- Cover Sheet
- General Notes
- General Underground Servicing Plans
- Watermain Layout Plans
- Removals Plans
- Sanitary Drainage Area Plans
- Sanitary Sewer Design Sheets
- Plan and Profile Drawings of the Affected Road Showing the Proposed Works
- Construction Details – (Region of Halton Standard Drawings)
- Construction Details – (Ontario Provincial Standard Drawings)
- Standard R.O.W Cross Sections
- Traffic Management Plans
- Construction Management and Mobility Plans
- Pavement Marking & Traffic Signage Plans
- Traffic Signal and Street Lighting Plans
- Streetlight System Layout
- Electrical Details Sheet
- PHM-125 Drawings
- PHM-125 Approved Checklist
- Watermain Commissioning Plan

As-Constructed Checklist [Upload Category – As-Constructed Engineering Drawings]

➤ *Engineering Drawings with Regional Comments and Local Municipalities Comments Addressed*

- Engineers Submission Cover Letter
- Cover Sheet
- General Notes
- General Underground Servicing Plans
- Watermain Layout Plans
- Removals Plans
- Sanitary Drainage Area Plans
- Sanitary Sewer Design Sheets

- Plan and Profile Drawings of the Affected Road Showing the Proposed Works
- Construction Details – (Region of Halton Standard Drawings)
- Construction Details – (Ontario Provincial Standard Drawings)
- Standard R.O.W Cross Sections
- Traffic Management Plans
- Construction Management and Mobility Plans
- Pavement Marking & Traffic Signage Plans
- Traffic Signal and Street Lighting Plans
- Streetlight System Layout
- Electrical Details Sheet
- PHM-125 Drawings
- PHM-125 Approved Checklist
- CCTV Reports and Videos