

## APPLICATION INFORMATION FOR DEWATERING PERMITS

### APPLICATION PROCESS

- Once you have determined a Dewatering Permit is required, fill out The *City of Red Deer Dewatering Permit Application – Discharge to Sanitary Sewer* and send it to:

City of Red Deer, Source Control, Environmental Services  
Box 5008, Red Deer, AB T4N 3T4  
Email: [sourcecontrol@reddeer.ca](mailto:sourcecontrol@reddeer.ca)

- The required information is contained in Appendix A. As all sites are unique, more information beyond what is already requested may be required. You will be notified if additional information is needed to process your permit.
- If you are not the registered landowner of the property, attach a copy of the landowner's consent to access the property with your application.
- In accordance with provisions of The City of Red Deer Bylaw No. 3161/96, if you require the use of any portion of a City street or sidewalk, attach a copy of your Use of Streets Permit from Engineering Services.
- Allow for up to 5 business days for processing of these applications.

### Duration

- A dewatering permit is issued for up to 30 days. The permit may be extended, in increments of up to 30 days, to a maximum of 60 days. The City may require further information in order to extend the permit.

### Discharge/Diversion Rate and Pumping Restrictions

The City of Red Deer will conduct a review for applications submitted with a diversion rate greater than 20L/sec or 316 US GPM. If the Sanitary Sewer System is capable of handling higher flows, the application will continue to be processed. If the volume is a concern for the capacity of the Sanitary Sewer system, the applicant will be notified. The City's Utility Bylaw 3570/2016 applies during discharges to sanitary sewer system and all conditions must be met during discharge. The City's Bylaw 3570/2016 may be found on The City's web site, [www.reddeer.ca](http://www.reddeer.ca)

### Water Quality Testing

- Submit several grab samples that are representative of the site. Ensure the data obtained adequately represents the entire site. Sampling procedures and sample chain of custody forms are required by The City and must be attached with the test results. Analytical procedures should be in accordance with most recent edition of the American Water Works Association *Standard Methods for the Examination of Water and Wastewater*. Be certain to use a laboratory that is capable of testing to the required levels.
- If any parameters do not meet Part 4 – Wastewater Utility Bylaw 3570/2016 *Section 81* other disposal options must be explored. These include:

### Onsite Treatment of Water Prior to Disposal

The applicant can look into onsite treatment to improve water quality. Depending on what type of treatment option is taken, additional testing of may be required (e.g. the use of an aluminum based flocculent may require more frequent testing of aluminum). If the applicant is planning to add chemical to the water it must be allowed for use in Canada. The City may request a copy of the Material Safety Data Sheet (MSDS) for review.

### PERMIT CONDITIONS

**Appendix B** is an example of the permit Conditions that you are likely to have associated with your Dewatering Permit. It is important to note that all dewatering sites are unique. As such, the Inspector has the discretion to revise, add, or omit some of the Conditions in order to ensure that the permit being issued reflects site conditions.

## **APPENDIX A**

### **Dewatering Permit Application Requirements**

The following information must be contained in an application for the purpose of obtaining a Dewatering Permit for a sanitary sewer system:

- Name, address and telephone number of Applicant
- Name, address and telephone number of the Consultant, Signing Authority, or Applicant's Representative or Agent (if applicable)
- Estimated duration of the water diversion including start and end dates
- If required, written consent from all affected registered land owners to cross their property with equipment/water
- Address or legal land location of the site to be dewatered
- Name of final receiving water body
- Estimated rate of diversion in L/sec
- Estimated volume to be dewatered; when dealing with subsurface water this may require an onsite pump test
- Disclosure that the site does not contain and there is no reason to suspect the site may contain contamination
- A description of the techniques and products used to prevent erosion and removal of sediment from water prior to entry to the sanitary sewer system
- A detailed description of the method being used to dewater the site
- An outline of contingency measures, including reporting procedures, to be taken in the event of potential problems resulting from adverse conditions such as weather, increased water volumes, delays in carrying out or completing work and/or equipment failure

## APPENDIX B

### Example of Dewatering Permit Conditions

#### DEFINITIONS

In this Dewatering Permit:

1. "Conditions" means requirements associated with a Dewatering Permit that must be met in order for the Dewatering Permit to remain valid;
2. "Inspector" means a person authorized, in writing, by the Director to issue a Dewatering Permit;
3. "Dewatering Permit" means a permit issued by an Inspector for the purpose of dewatering a site on an intermittent or continuous basis when the site contains predominantly subsurface water or any other types of release/discharge;
4. "Director" means the Director of Development Services of The City of Red Deer or his designate;
5. "Emergency" means a situation which is causing or has a potential of causing a negative impact;
6. "Enforcement Officer" means any person designated as a Bylaw Enforcement Officer;
7. "Interference" means the act or an instance of hindering, obstructing, or impeding;
8. "Negative Impact" means impairment or damage to
  - (a) the Sanitary Collection system;
  - (b) human health or safety;
  - (c) property; or
  - (d) the environment
9. "Permit Holder" means someone authorized in writing by a Dewatering Permit to discharge water to the Sanitary Collection system;
10. "Sanitary Collection System" means the system of sewers, valves, fittings, pumping stations and related facilities owned by The City and used to collect sanitary wastewater, which includes plumbing or service connections in buildings;
11. "Surface Water" means water which has accumulated from precipitation including water in its solid form;
12. "Suspend" means to temporarily or permanently render ineffective.

#### GENERAL

1. The permit holder will hold harmless The City of Red Deer, its employees and agents for any damage or damage claims arising out of the dewatering operation.
2. The permit holder shall, at all times, retain a copy of this permit at the point of the dewatering operation location.
3. The permit holder will obtain written right-of-way permission to cross all private land.
4. The permit holder is responsible for ensuring that they do not deposit any substance into the sanitary collection system that may cause a negative impact on the collection system or the Wastewater Treatment Plant.
5. The permit holder shall take action to prevent erosion and sedimentation resulting from the diversion of water pursuant to this permit.
6. The permit holder shall not divert water to the sanitary collection system during and until one hour after a storm event.
7. The permit holder shall apply to the Inspector in writing for any permit amendments.
8. The permit holder is responsible for ensuring the discharge pursuant to this permit meets all applicable environmental legislation and that the operation is done in a safe manner.

#### **WATER QUALITY**

1. The permit holder shall not dilute the water being removed from the site in order to meet any limits specified by The City of Red Deer.
2. The permit holder will cease diverting water immediately and will notify The City of Red Deer if water quality testing results exceed any limits specified by The City of Red Deer.
3. The permit holder will cease diverting water immediately and will notify The City of Red Deer and any other required agency if they become aware that the water quality at the diversion site does not meet The City's Utility Bylaw 3570/2016 discharge parameters.
4. The permit holder will:
  - (a) monitor the number of pumps pumping, the capacity of each pump, and number of hours the pump was operating;
  - (b) record this data with corresponding dates and times and keep it on-site and/or provide it to an Inspector or other City designate upon request.

#### **COMPLAINT INVESTIGATION**

1. Upon request from the Director, the permit holder shall provide all documentation related to any discharge complaints and the resolution thereof.

#### **CITY INSPECTIONS**

1. An individual authorized in writing by the Director, an Inspector, or other City designate may inspect any property for the purpose of ensuring compliance in regards to the conditions associated with this Dewatering Permit.
2. An individual authorized in writing by the Director, an Inspector, or other City designate may suspend a Dewatering Permit if there is reason to believe the operation is causing, may cause, or may become capable of causing a negative impact.
3. An individual authorized in writing by the Director, an Inspector, or other City designate may suspend a Dewatering Permit if the permit holder is not complying with the conditions of this permit.
4. The permit holder shall comply with all requests from an individual authorized by the Director, an Inspector, or other City designate relating to the Dewatering Permit. These requests may include but are not limited to:
  - (a) requiring samples of any substance that is relevant to the diversion of water pursuant to this permit;
  - (b) requiring the production of any information, data, or documents that are required under this permit;
  - (c) requiring water quality testing for any parameters the Inspector determines relevant;
  - (d) recording or copying, by any method, any information related to the administration of or ensuring compliance with this permit;
  - (e) making reasonable inquiries of a person, verbally, or in writing;
  - (f) taking photographs and/or recordings of material related to this permit;

## APPENDIX C

### Example of Water Quality Testing Requirements

This is only an example of the water quality testing requirements and frequency that you may be asked for. Depending on the site, the requirements and frequency may change.

#### SAMPLING AND ANALYSIS

1. Analytical procedures used to test water quality samples will follow Standard Methods.
2. Sampling procedures shall be in accordance with Standard Methods and transport and handling of samples will follow standard chain of custody requirements.
3. Testing will be conducted by a laboratory accredited to test the required parameters.
4. Samples will consist of grab samples and will be of an adequate number to represent the site.
5. Samples will be tested for the parameters listed in Table 1.

**Table 1 - Parameters**

Aluminum	Mercury
Antimony	Molybdenum
Arsenic	Nickel
Barium	Oil & grease (animal, vegetable) or (synthetic)
Beryllium	pH
Biochemical Oxygen Demand (BOD carbonaceous)	Phosphates
Boron	Silicon
BTEX	Silver
Cadmium	Strontium
Chromium	Thallium
Cobalt	Tin
Chemical Oxygen Demand (COD)	Titanium
Copper	Total Kjeldahl Nitrogen (TKN)
Iron	Total Suspended Solids (TSS)
Lead	Vanadium
Lithium	Zinc (total)
Manganese	

#### RECORD KEEPING

1. The permit holder will document all sampling and water quality testing associated with this permit including but not limited to the date, time, location and person performing testing or sampling.
2. The permit holder will ensure that all water quality analytical reports and testing results are kept at the site of the water diversion.

**The City of Red Deer**  
**Dewatering Permit Application**  
Discharge to Sanitary Collection System

**Applicant**

Contact Name & Company Name: .....

Telephone: .....

Fax: .....

Address: .....

Emergency Number: .....

**Applicant's representative if not same as above**

Contact Name & Company Name: .....

Telephone: .....

Fax: .....

Address: .....

Emergency Number: .....

**Are you the registered landowner of all property involved?**  Yes  No

If No attach a copies of written consent from all landowners.

**Does the site require water quality testing as outlined in the *Dewatering Permits Water Testing Requirements Flow Chart*?**  Yes  No

If Yes, attach copies of your initial water quality tests. See *Water Testing Requirements Flow Chart* document for details on what tests are required.

**Address or location description of site to be dewatered**

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**Address or description of sanitary sewer inlet and treatment structures**

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**City of Red Deer wastewater treatment facility location and name of final receiving water body**

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**Estimated volume and rate of diversion**

Is the anticipated rate of diversion expected to exceed 20L/sec or 316 GPM (if yes, The City will conduct a review to determine if the Sanitary Collection System can accommodate the proposed volume)

**Anticipated commencement and completion dates for operation**

Commencement date & time: \_\_\_\_\_

Completion date: \_\_\_\_\_

**Provide a detailed history description of the site which outlines**

1. If there is reason to believe that the site contains or may contain a substance that could cause a negative impact.
2. All previous construction, buildings, parking lots, storage yards etc. that were located on site.
3. Any history of contamination on or near the location.
4. The presence of any contamination and/or facilities in the area that could have an impact on collection system and wastewater treatment plant.
5. Provide a detailed description of the method(s) being used to dewater the site, including sediment and erosion control products and set-up. Attach a sketch of the site showing the boundaries of the site, adjacent properties, dewatering equipment, the location where water will enter the sanitary collection system, and erosion and sediment control structures.
6. Provide an outline of contingency measures, including emergency phone numbers and reporting procedures
7. Shut down procedures during precipitation events.
8. Procedures that will be followed if water quality testing was not initially required, but the volume of water exceeds predictions and water quality testing is triggered.
9. Measures to be taken in the event of equipment failure.
10. Steps to be taken in the event of an unauthorized release or if the rate of release exceeds permitted rate.

**Statement of confirmation**

To the best of my knowledge, the information provided in this application is true and accurate and I have signing authority on behalf of my company.

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 \_\_\_\_\_  
 Print name Signature

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 \_\_\_\_\_  
 Company Date