

General Information and Instructions

General

Information requested in this form is collected under the authority of the *Environmental Protection Act*, R.S.O. 1990 (EPA) and will be used to evaluate this application for a Renewable Energy Project. Questions about this collection of information should be directed to: Information Unit Supervisor, Environmental Assessment and Approvals Branch, 2 St. Clair Ave. W, Floor 12A, Toronto ON M4V 1L5. Telephone outside Toronto 1-800-461-6290 or in Toronto 416-314-8001.

Instructions

1. **Applicants are responsible for ensuring that they complete the most recent application form.** Application forms and supporting documentation are available from the Environmental Assessment and Approvals Branch toll free at 1-800-461-6290 (locally at 416-314-8001), from your local District Office of the Ministry of the Environment, and in the "Publications" section of the Ministry of the Environment website at www.ene.gov.on.ca.
2. Questions regarding completion and submission of this application should be directed to the Environmental Assessment and Approvals Branch, 2 St. Clair Avenue West, Floor 12A, Toronto, Ontario, M4V 1L5, telephone number 1-800-461-6290 or (416) 314-8001, or to your local District Office of the Ministry of the Environment.
3. **Complete Submission**
In order to be eligible for the issue of a renewable energy approval, a person who proposes to engage in a renewable energy project shall, before submitting an application to the Director,
 - 1) prepare the application in a form or format approved by the Director;
 - 2) obtain or prepare, as the case may be, any documents that,
 - a) are required under Part IV to be submitted as part of the application, or
 - b) are to be submitted as part of the application for the purposes of obtaining an exemption from a provision of Part V; and
 - c) comply with all other requirements of Part IV of Ontario Regulation 359/09.
 - 3) If there is more than one person applying for the issue of a renewable energy approval in respect of a renewable energy project, those persons shall jointly submit one application for the issue of a renewable energy approval.
 - 4) An application to alter the terms and conditions of a renewable energy approval shall be prepared in a form or format approved by the Director and shall be submitted to the Director.

Supporting documents

- 1) A person who proposes to engage in a renewable energy project shall submit a document set out in Column 1 of Table 1 of the Regulation as part of an application for the issue of a renewable energy approval in respect of the project if it is a project described opposite the document in Column 3.
- 2) If a document set out in Column 1 of Table 1 of the Regulation is submitted as part of an application for the issue of a renewable energy approval, the person who is engaging in the renewable energy project shall ensure that the document meets the requirements set out opposite the document in Column 2 of Table 1 of the Regulation.
- 3) Any document submitted as part of an application for the issue of a renewable energy approval shall be in writing.
- 4) Any document submitted as part of an application for the issue of a renewable energy approval that is a diagram, map or plan shall be drawn to scale and shall include a scale bar and a north arrow.

INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT.

The Ministry may require additional information during the technical review of any application.

4. If you are submitting your application electronically, electronic PDF application form should be completed and submitted by email to REAESubmission@ontario.ca. Once the application has been received, you will receive an acknowledgement email with an MOE reference number for your application and additional instructions for submitting your hard copy application package and supporting information.

If you are not submitting your application electronically, the original application form and all required supporting documents must be sent to:

**The Ministry of the Environment,
Director, Environmental Assessment and Approvals Branch,
2 St. Clair Avenue West, Floor 12A, Toronto, Ontario, M4V 1L5**

A copy of the complete application must be sent to any local Ministry District Office having jurisdiction over the project location. To locate the appropriate local Ministry District Office, please visit the Ministry of the Environment Internet site at: www.ene.gov.on.ca/envision/org/op.htm#Reg/Dist.

A cover letter addressed to the Director of Environmental Assessment and Approvals Branch should accompany both submissions and indicate that a copy of the complete submission has been sent to each District Office that has jurisdiction over the project location.

5. Information collected by the Ministry of the Environment is subject to the *Freedom of Information and Protection of Privacy Act* (FOIPPA). If you are of the view that any part of your application is confidential on the grounds such information constitutes a trade secret or scientific, technical, commercial, financial or labour relations information, please make this known now. Otherwise, the Ministry may make the information available to the public without further notice to you.

For Office Use Only		
Reference Number	Date (y/m/d)	Initials

Application Summary

Project Name *(Project identifier to be used as a reference in correspondence)*

Project Description Summary
(This summary should reflect the description in the documents upon which consultation has been completed and if it does not, the difference should be highlighted)

Required Information	Completed (yes or no)
Project Name & Description	
Section 1: Applicant Information	
Section 2: Project Information	
Section 3: Site Information	
Section 4: Required Documents	
Application Status:	

Summary:

Type of Application	Type of Renewable Energy Generation Facility
Total Maximum Name Plate Capacity	
Total Expected Generation Capacity	

Section 1: Applicant Information

1.1 Applicant Information (Owner of works/facility)

Applicant Name (legal name of individual or organization as evidenced by legal documents)		Business Identification Number
Business Name (the name under which the entity is operating or trading - also referred to as trade name)		same as Applicant Name
Applicant Type: Corporation Federal Government Individual Municipal Government Partnership Provincial Government Sole Proprietor Other (describe): _____	North American Industry Classification System (NAICS) Code	
Business Activity Description (a description of the business endeavour, this may include products sold, services provided or machinery/equipment used, etc.)		

1.2 Applicant Physical Address

Civic Address- Street information (includes street number, name, type and direction)				Unit Identifier (i.e. apartment number)	
Survey Address <small>(Not required if Street Information is provided)</small>	Lot	Conc.	Part	Reference Plan	
Municipality /Unorganized Township	County/District	Province/State	Country	Postal Code	
Telephone Number (include area code & ext.) ext.	Fax Number (include area code)	Mobile Number (include area code)	E-mail Address		

1.3 Applicant Mailing Address

Same as Applicant Physical Address?	Yes	No (If no, please provide site address information below)			
Civic Address - Street information (civic numbering and street information including street number, name, type and direction)				Unit Identifier (i.e. apartment number)	
Delivery Designator	Delivery Identifier	Postal Station			
Municipality /Unorganized Township	Province/State	Country	Postal Code		

1.4 Statement of Applicant

I, the undersigned hereby declare that, to the best of my knowledge:		
<ul style="list-style-type: none"> The information contained herein is complete and accurate in every way and I am aware of the penalties against providing false information as per s.184(2) of the <i>Environmental Protection Act</i>. I understand that by submitting this form, I am guaranteeing the completeness and accuracy of all the information provided on this form and included in the draft reports. Failure to submit the correct information will result in an incomplete application being returned. The Project Technical Information Contact identified below is authorized to act on my behalf for the purpose of obtaining approval under section 47.3 of the EPA for the Project identified herein. 		
Name of Signing Authority (please print)	Title	
Telephone Number (including area code & extension) ext.	Fax Number (including area code)	E-mail Address
Mobile Number (including area code)	Signature	Date (y/m/d)

Section 2: Project Information

2.1 Application Type

Type of Application:			
New Renewable Energy Approval	Where Applicable provide Existing Renewable Energy Approval Number:		
Amendment to Renewable Energy Approval	_____		
Application Initiated by:			
Proponent	Environmental Assessment and Approvals Branch	Provincial Officer Order (attach copy)	Other (specify): _____
Current Certificate(s) of Approval <i>(please attach a separate list if more space is required)</i>			
Certificate of Approval Number	Date of Issue (yyyy/mm/dd)	Certificate of Approval Number	Date of Issue (yyyy/mm/dd)
_____	_____	_____	_____
Certificate of Approval Number	Date of Issue (yyyy/mm/dd)	Certificate of Approval Number	Date of Issue (yyyy/mm/dd)
_____	_____	_____	_____
Current Permit(s) to Take Water <i>(please attach a separate list if more space is required)</i>			
Permit Number	Date of Issue (yyyy/mm/dd)	Permit Number	Date of Issue (yyyy/mm/dd)
_____	_____	_____	_____
Permit Number	Date of Issue (yyyy/mm/dd)	Permit Number	Date of Issue (yyyy/mm/dd)
_____	_____	_____	_____
Project Schedule			
Estimated date for start of construction/installation (yyyy/mm/dd)		Estimated date for start of operation (yyyy/mm/dd)	
_____		_____	

2.2 Statement of Project Technical Information Contact

Is the Project Technical Information Contact the same as the Applicant (identified in Section 1)?		Yes	No
<p>I, the undersigned hereby declare that, to the best of my knowledge:</p> <ul style="list-style-type: none"> The information contained herein and the information submitted in support of this application (electronically and in hard copy) is complete and accurate in every way and I am aware of the penalties against providing false information as per s.184(2) of the <i>Environmental Protection Act</i>. I understand that by submitting this form, I am guaranteeing the completeness and accuracy of this form and the draft documents. Failure to submit the correct information will result in the application being returned as incomplete. That the information contained in the electronically submitted application form is the same as the information submitted in the hard copy submission. I have used the most recent application form (as obtained from the "publications" section of the Ministry of the Environment website at www.ene.gov.on.ca or from the Environmental Assessment and Approvals Branch at 1-800-461-6290). 			
Name of Project Technical Information Contact		Company	
_____		_____	
Telephone Number <i>(include area code & ext.)</i>	Fax Number <i>(include area code)</i>	Mobile Number <i>(include area code)</i>	E-mail Address
_____ ext.	_____	_____	_____
Signature (hard copy submission MUST be signed)		Date (yyyy/mm/dd)	
_____		_____	
Address Information:			
Same as Applicant Mailing Address?		Yes	No <i>(If no, please provide technical information contact address information below)</i>
Civic Address - Street information <i>(civic numbering and street information including street number, name, type and direction)</i>		Unit Identifier <i>(i.e. apartment number)</i>	
_____		_____	
Delivery Designator	Delivery Identifier	Postal Station	
_____	_____	_____	
Municipality /Unorganized Township	Province/State	Country	Postal Code
_____	_____	_____	_____

2.3 Other Approvals for Facility – Please attach a separate list if more space is required

Separate list attached?	Yes	No
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List all other environmental approvals/permits applied for related to this project or received in relation to this project

Approval Number	Approval Date (yyyy/mm/dd)	Approval Number	Approval Date (yyyy/mm/dd)	Approval Number	Approval Date (yyyy/mm/dd)
Ontario Power Authority (OPA) Registration ID (if applicable)			Ontario Power Authority (OPA) Reference Number (if applicable)		

2.4 Type of Renewable Energy Generation Facility (select all that apply)

Wind Facility	Biofuel / Biogas / Other	Anaerobic Digestion Facility	Thermal Treatment Facility	Solar Photo Voltaic Facility
Class 2	Biofuel	Class 1	Class 1	Class 3
Class 3	Biogas	Class 2	Class 2	
Class 4	Other	Class 3	Class 3	
Class 5	If other, please describe:			

2.5 Generation of Electricity

Total Maximum Name Plate Capacity	Total Expected Generation Capacity
MW (1 MW = 1000 kW / 1 kW = 0.001 MW)	MW (1 MW = 1000 kW / 1 kW = 0.001 MW)
Days and Hours of Operation	

Section 3: Site Information

3.1 Project Location - (the site/location where project will be located)

Same as Applicant Physical Address?		Yes	No (If no, please provide site address information below)		
Civic Address- Street information (includes street number, name, type and direction)					Unit Identifier (i.e. apartment number)
Survey Address <i>(Legal description of the site)</i>	Lot	Conc.	Part	Reference Plan	
Municipality / Unorganized Township	County/District		Postal Code		
Non Address Information (where the project spans many locations or a large rural area, specify how the project area relates to the address provided)					
Geo Reference (southwest corner of property)					
Map Datum	Zone	Accuracy Estimate	Geo Referencing Method	UTM Easting	UTM Northing

3.2 Municipal or local authority Information - (List all municipal or board authorities where the project is located)

Local Municipality / Unorganized Township (Include each Single Tier or Lower Tier in which the project location is situated. Attach a separate list if more space is necessary)						
Name of Municipality		Address		Phone		
Clerk's Name		Clerk's Phone/Fax		E-Mail Address		
Is the project location situated in one or more Upper Tier Municipality? (i.e., county, regional or district municipality.)					Yes	No
<i>List all Upper Tier Municipalities that the project location is situated in. Attach a separate list if more space is necessary</i>						
Name of Municipality		Address		Phone		
Clerk's Name		Clerk's Phone/Fax		E-Mail Address		
Is the project location situated in a Local Roads Area?					Yes	No
<i>List all Local Roads Areas that the project location is situated in. Attach a separate list if more space is necessary</i>						
Name of local roads board		Address		Phone		
Secretary-treasurer's Name		Secretary-treasurer's Phone/Fax		E-Mail Address		
Is the project location in a Local Service Board area?					Yes	No
<i>List all Local Service Board areas the project location is situated in. Attach a separate list if more space is necessary</i>						
Name of Local Service Board		Address		Phone		
Secretary's Name		Secretary's Phone/Fax		E-Mail Address		

3.3 Site Information - (information about the site/location where project will be located)

Site Name	MOE District Office
Is in any portion of the Project location on federally owned land or a reserve?	
Yes	No
Is in any portion of the Project location on Crown Land?	
Yes	No
Is the Project location that is the subject of this application owned by the Applicant?	
Yes	No <i>If no, please attach the owner's name, address and a signed letter granting consent for the installation and operation of the facilities</i>
Is the Applicant the operating authority of the facility that is the subject of this application?	
Yes	No <i>If no, please attach the operating authority name, address and phone number</i>
Is the Project location in the area of the Niagara Escarpment Plan?	
Yes	No
Is the Project location in the area subject to the Oak Ridges Moraine Conservation Plan?	
Yes	No
Is the Project location in the Protected Countryside as shown in Schedule 1 to the Greenbelt Belt Plan?	
Yes	No
Is the Project location in the Lake Simcoe Watershed as defined in the Lake Simcoe Protection Act, 2008?	
Yes	No
Is the Project location in the Central Pickering Development Planning Area as shown in Schedule 1 to the Central Pickering Development Plan?	
Yes	No
Has an Archaeological Report (s. 22) been prepared as part of the complete submission?	
Yes	No
Has a Heritage Report (s.23) been prepared as part of the complete submission?	
Yes	No
Has an Environmental Impact Study Report (s.38, s. 41 or s. 43) been prepared as part of the complete submission?	
Yes	No
Has a Water body Report (s.39, s. 40, s.44 s. 45) been prepared as part of the complete submission?	
Yes	No

Section 4: Required Documents – Table 1 of the Regulation

4.1 Supporting Information Checklist - This is a list of all supporting information to this application and is subject to the FOIPPA and EBR.

Mandatory	Attachment	Attached		Reference	Confidential* (√)
	Proof of Legal Name of Applicant	Yes	No		
	A map that identifies the project location.	Yes	No		
	Name, Address and Phone Number of the Operating Authority	Yes	No		
	Name, Address and consent of land/site owner for the installation/construction and operation of the facility	Yes	No		
	Project Description Report	Yes	No		
	Design and Operations Report	Yes	No		
	Decommissioning Plan Report	Yes	No		
	Construction Plan Report	Yes	No		
	Consultation Report	Yes	No		
	Development Permit under the <i>Niagara Escarpment Planning and Development Act</i>	Yes	No		
	A copy of this application has been sent to the local district office(s)	Yes	No		
Other Information Submitted in Support of the Application for a Renewable Energy Project					
	Title	Reference			Confidential* (√)
Are you attaching an additional list of attachments?		If there is not enough space to list all of the attachments included in this application package, please include an additional listing of these attachments.			
Yes No					

***Please note:** the release of information contained in application forms and documentation submitted in support of applications for approval is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. This Act defines what may and may not be disclosed to the public, and is used to assess all requests for information contained in the documents on file with an application for approval. The information submitted with an application for approval may also be subject to the *Environmental Bill of Rights*. In those situations, the application and the associated non-confidential supporting documentation is made available for review by members of the public. The applicants should therefore identify all documents or portions of documents as noted above which are to be considered confidential and must provide detailed evidence in support of this claim. This evidence will be one of the factors the ministry would consider when making a decision regarding disclosure of specific documents on file.