



SCHEDULE A

Site Drainage Application

(Stormwater System

Discharge)

Revision: April 2026

General Information – Please read before you complete this form

Thank you for completing a Site Drainage Application. Use this Application to obtain approval to discharge Impounded Water from your site into The City of Calgary Stormwater System. As there is little or no treatment of storm drainage before it enters the environment, The City of Calgary operates this drainage approval program to ensure the quality and quantity of Water discharged from your site is acceptable.

- Before completing this Site Drainage Application, obtain a service request (SR) number by contacting Calgary 311 or visiting calgary.ca/esc.
- If calling 311, advise the agent you are applying for a Drainage Permit – they will ask you some basic questions, set up your service request in our work queue and e-mail you this Application form.
- Ensure this Site Drainage Application is filled out completely.
- **Person Responsible MUST sign the Site Drainage Application.**
- **DO NOT PUMP** until a Drainage Permit approval is sent via email by a City Inspector.

A. 311 Service Request (provide a SR#)

SR#:		Addendum Number:	<input type="checkbox"/> N/A
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B. Contact information for the owner of the Site

Company:	Primary Contact Name:	Telephone:
Address:		Emergency Phone Number and Email Address:

C. Contact information for Person Responsible

Company:	Primary Contact Name:	Telephone:
Address:		Emergency Phone Number and Email Address:

D. Site information

Municipal Address or Intersecting Streets:		Project Name:	
Start Date: YYYY/MM/DD Drainage Activity		End Date: YYYY/MM/DD Drainage Activity	

<p>Type of Drainage Activity (select one or more):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Remove water from trench/excavation <input type="checkbox"/> Hydrant flushing/flow testing for fire prevention <input type="checkbox"/> Commercial snow melting machine <input type="checkbox"/> Hydrostatic test water disposal <input type="checkbox"/> Poned surface water disposal <input type="checkbox"/> Stormwater detention/retention pond <input type="checkbox"/> Other (describe): 	<p>Description of water (select one or more):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Surface water (from rain/snowmelt) <input type="checkbox"/> Groundwater seepage <input type="checkbox"/> Surface water mixed with groundwater <input type="checkbox"/> Potable (drinking) water: Must be de-chlorinated <input type="checkbox"/> Process water <input type="checkbox"/> Other (describe):
<p>How will water be discharged to the Stormwater System (select one or more)?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Pump(s) <input type="checkbox"/> Gravity <input type="checkbox"/> Other (describe): 	<p>What is the proposed discharge location to the Stormwater System (select one more):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Storm catch basin (at curb/gutter) <input type="checkbox"/> Storm manhole <input type="checkbox"/> Storm pond <input type="checkbox"/> Overland storm drainage channel <input type="checkbox"/> Environmental Reserve or Municipal Reserve <input type="checkbox"/> Other (describe):

Attach a **location map** and **CIRCLE** the source of pumping and discharge location(s). Ensure the location is easily identifiable from the map provided (e.g. include cross streets).

E. Discharge Questions When completing this section, carefully read and answer the questions. You may need to find additional site/subject matter expertise (consultant, project manager) if you are unsure. Ensure you provide the supplemental information required for any questions you answer YES .		
1. Provide an estimated discharge volume in m ³ for this pumping activity: _____ m ³		
2. Is a treatment system required?	<input type="checkbox"/> No	<input type="checkbox"/> Yes → Attach the following supplemental information: A treatment system schematic and operating and monitoring procedure.
3. Will you need to discharge at multiple locations?	<input type="checkbox"/> No	<input type="checkbox"/> Yes → Attach the following supplemental information: Provide all the addresses of all the discharge locations or a location map with all the sites clearly label.
4. Do <u>any</u> of the following apply? <ul style="list-style-type: none"> • The site is contaminated, or is within a 100-m radius of a contaminated site; • There an obvious chemical or hydrocarbon odor associated with the water to be pumped; • There is a sheen, foam or discoloration associated with the water to be pumped. 	<input type="checkbox"/> No	<input type="checkbox"/> Yes → Attach the following supplemental information: Laboratory Water Quality Results Table and original laboratory results as required by the issuing inspector. (Water Quality Results Table is at www.calgary.ca/esc - under Permits) Provide contamination info/source if applicable:
5. Will your discharge rate exceed 20L/s (316 Gal/min)?	<input type="checkbox"/> No	<input type="checkbox"/> Yes → Attach the following supplemental information Provide the proposed discharge rate: Note: The issuing inspector will request an internal review of the Stormwater System capacity. <i>This process can take 2–3 weeks.</i>
6. Will your discharge need to continue during or within one hour of Runoff Event?	<input type="checkbox"/> No	<input type="checkbox"/> Yes → Attach the following supplemental information Provide reason(s): <hr style="width: 50%; margin-left: 0;"/> <p><u>Runoff Event</u> means runoff caused by precipitation, snowmelt or overland drainage entering the Stormwater System (Drainage Code of Practice, Part 1 – Definitions). There may be insufficient capacity in the Stormwater System to discharge during a Runoff Event, so ensure you provide a detailed rationale.</p>

<p>7. Will your site be left unattended during the Drainage Activity?</p>	<p><input type="checkbox"/> No</p>	<p><input type="checkbox"/> Yes → Attach the following supplemental information Provide reason(s):</p> <hr/> <p>Unattended site - (e.g. Activity running overnight), the issuing inspector may request that you provide additional supplemental information such as a monitoring plan and contingency plan.</p>
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F. Site Photos (photos must be in COLOUR and clearly identifiable. They can be sent as separate attachments)

Source of Discharge	Pump(s) and Hose(s) – if applicable

Discharge Hose(s) Placement – if applicable	Discharge Location - Downstream

G. Acknowledgement (*this form must be signed by the Person Responsible*)

- You must NOT commence the Drainage Activity until your application is reviewed and a written Drainage Permit has been issued.
- Supplemental information from Section E: Discharge Questions must be included with this application and will be required in full prior to your application being reviewed.
- Further information or ongoing information such as water quality analytical results may be required (water quality sampling, analysis and review may take up to 3 weeks).
- You must comply with Section 3, 5, 10 and 11 of the Code of Practice for Drainage Activities and any conditions specified in your written Drainage Permit.
- You may commence the Drainage Activity once you receive a Drainage Permit for the dates specified.
- If there are any changes to the original or previous Site Drainage Application, a new Site Drainage Application must be revised and submitted for review and approval.
- At all times, retain a copy of this Schedule A – Site Drainage Application and the approved Drainage Permit at the Site and, where applicable, retain a copy in any vehicle used to transport Water in carrying out a Drainage Activity.

Please read carefully, then print your name, sign and date the document: The Person Responsible authorized by the Owner hereby warrants that all information provided to The City of Calgary in this application is true and accurate, agrees to all Conditions set out by the [Code of Practice for Drainage Activities](#), and agrees to abide by The City of Calgary [Stormwater Bylaw 37M2005](#), the Code of Practice and any Drainage Permit issued thereunder.

Name

Signature (Person Responsible)

Date (YYYY/MM/DD)

Submission of results:

Any submission, application, notification or other communication given by delivery, courier or mail shall be deemed to have been received on the date it is received by the City Inspector or The City of Calgary. Any submission, application, notification or other communication to a City Inspector or The City of Calgary under this Code of Practice must be in writing, complete and in the approved form to be effective, and is effective when provided electronically through The City of Calgary's 3-1-1 System or when provided by delivery in person or by courier, mail, email, or fax transmission.

In person: Monitoring and Compliance, main floor, Manchester - Building U, 677 - 25th Ave SE

Mail: P.O. Box 2100, Station M, #413 Calgary, AB T2P 2M5

Email: ESC@calgary.ca

Fax: 403-268-4557

The personal information on this form is collected under the authority of Section 4(a), (b),(c), and Section 5(g) of the Protection of Privacy Act (POPA) for the purpose of administrating a City of Calgary Water Services, Stormwater Bylaw 37M2005. This information may be used in an automated system to generate content or to make decisions or predictions. If you have any questions or concerns about this collection/ use of information, please contact 311.

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