



Waterpower Project Application Completeness Checklist

Water licence and land tenure applications must include the items listed below (Waterpower Project applicants shall refer only to this Checklist as opposed to the Application Completeness Checklist for New Water Licence Application).

Refer to the [Guide for Waterpower Projects](#).

Please be advised that incomplete applications will be returned to the applicant.

(Updated September 2005)

APPLICATION REQUIREMENTS	
Application Form	<input type="checkbox"/> Water Application Form <input type="checkbox"/> Land Application Form (if required) <input type="checkbox"/> Schedule 2: Dam & Reservoir Information (if required) <input type="checkbox"/> Schedule 3: Power Information
Application Fee	<input type="checkbox"/> A cheque or money order for the water licence application must be payable to Minister of Finance . <input type="checkbox"/> A cheque or money order for the Crown land tenure application must be payable to Minister of Finance . (if required) <p style="text-align: center;">Separate payment is required for a water licence application and a Crown land tenure</p>
Maps and Plan	<p>The maps and the plan of the works must be submitted as per the Guide for Waterpower Projects.</p> <input type="checkbox"/> General Location Map – at a scale of 1:250,000 to 1:50,000 indicating the location of the project, nearby towns, communities and public transportation routes. <input type="checkbox"/> Topographic Map - at a scale of 1:50,000 to 1:20,000 and to include (as per the Guide): <ul style="list-style-type: none"> • streams and tributaries affected by the project; • all points of diversion; • boundaries of the watershed above diversion points; • the project components; • all existing roads and trails; • sites related to the construction of the project.

APPLICATION REQUIREMENTS

- Plan of the Works – at a scale of 1:20,000 to 1:5,000 and to include (as per the Guide):
- the general arrangement of the components;
 - cross section and profile of the dams;
 - total and active volumes of the storage reservoirs;
 - areas above the natural boundaries of the stream to be flooded;
 - configuration of the powerhouse, the tailrace channel and the switchyard;
 - areas required for staging construction and excavation;
 - active and inactive roads and trails, roads to be constructed or improved;
 - route and size of transmission line;
 - boundaries of all parcels of private and Crown land in the vicinity.
- The Crown Land Application Area** – indicated with a polygon-shape outlined in red with dimensions and area to include project components on Crown land.

Certificates, Plans and Land Ownership

- State of Title Certificates**
- Legal Survey Plans**
- Legal descriptions** of affected adjacent lands
- If the applicant owns the land where the water is proposed to be used, submit the certificate of Title, BC Tax Assessment Notice or **Transfer of Sales Agreement**
- If you have tenure on Crown land where the water is proposed to be used, submit a copy of the **Lease or Licence of Occupation**.

Landowner's Consent

- If the proposed pipeline or diversion works are on or will cross one or more parcels of land owned or leased by another party, submit a completed **Landowner's Consent Form** for each parcel affected.
- If such an agreement cannot be obtained indicate how access is proposed e.g., by an interim agreement or **Proof of Service Form**.

APPLICATION REQUIREMENTS

Joint Works

- If the proposed works will be connected to another licensee's authorized works, refer to [General Information on Joint Works Agreement](#) and submit a Joint Works Agreement.

Agency Requirements

- I have read the [Water Applicant's Agency Resource Guide](#).

Preliminary Project Definition

- Summarized from the [Guide for Waterpower Projects](#)
- Executive Summary
 - Proponent Identification
 - Project Description
 - Capacity of Project
 - Linkages with Other Projects
 - Market for Electricity from the Project; and
 - Schedule for Completion of the Project

Certificate of Incorporation

- To be submitted if the applicant is a company