

## Application Completeness Checklist for New Water Licence Application

**Water licence applications must include the items listed below. Please be advised that incomplete applications will be returned to the applicant.**

APPLICATION REQUIREMENTS	
<b>Application Form</b>	<input type="checkbox"/> Ensure the form is completed according to the <a href="#">Application Guidelines</a> . <input type="checkbox"/> The application form <b>must be signed and dated</b> .
<b>Application Fee</b>	<input type="checkbox"/> Refer to <a href="#">Schedule 1: Water Purposes &amp; Application Fees</a> . If you are applying for more than one purpose, calculate the fee by adding all uses. <input type="checkbox"/> If a Permit over Crown Land (PCL) is required, include the appropriate fee with the application. <input type="checkbox"/> A cheque or money order must be payable to <b>Minister of Finance</b> . <input type="checkbox"/> The application fee must be included with the application.
<b>Drawing</b>	<input type="checkbox"/> The drawing must be prepared according to the <a href="#">Required Drawing Standards</a> . <input type="checkbox"/> The drawing must be signed by the applicant.
<b>Map</b>	<input type="checkbox"/> The map must show the general location of your property in relation to nearby communities, highways, railways and other water sources.
<b>Survey Plans</b>	<input type="checkbox"/> A copy of the Registered Survey Plan must be provided for the parcel of land where the water is intended to be used.
<b>Land Ownership</b>	<input type="checkbox"/> If the applicant <b>owns</b> the land where the water is proposed to be used, submit the Certificate of Title, BC Tax Assessment Notice or Transfer of Sales Agreement. <input type="checkbox"/> If the proposed works will <b>occupy</b> or <b>flood</b> crown land, complete the appropriate sections under Part 5 & 6 of the application package. <input type="checkbox"/> If you have <b>tenure</b> on Crown land where the water is proposed to be used, submit a copy of the Lease or Licence of Occupation.

APPLICATION REQUIREMENTS	
<b>Landowner's Consent</b>	<input type="checkbox"/> 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 <b>Landowner's Consent Form</b> for each parcel affected.  <input type="checkbox"/> If such an agreement cannot be obtained indicate how access is proposed e.g., by an interim agreement or <b>Proof of Service Form</b> .
<b>Joint Works</b>	<input type="checkbox"/> If the proposed works will be connected to another licensee's authorized works, refer to <b>General Information on Joint Works Agreement</b> and submit a Joint Works Agreement.
<b>Economic Impacts</b>	<input type="checkbox"/> <b>Economic Impacts for Water Licence Applications</b> form to be completed unless purpose is for Domestic or Small Irrigation (less than 5 AF/year) which are exempt.
<b>Agency Requirements</b>	<input type="checkbox"/> I have read the <b>Water Applicant's Agency Resource Guide</b> .

APPLICATION REQUIREMENTS FOR SPECIFIC PROJECTS	
<b>Development Plans</b>	<input type="checkbox"/> For any application with a proposed diversion rate of over 25,000 gallons a day, a development plan must be completed. Refer to the <b>Development Plan Template</b> .
<b>Storage</b>	<input type="checkbox"/> If off-stream storage is proposed to support water use, or if an on-stream storage dam or reservoir is proposed, complete <b>Schedule 2: Dam &amp; Reservoir Information</b> .
<b>Waterpower</b>	<input type="checkbox"/> For all applications for waterpower submit a completed <b>Schedule 2: Dam &amp; Reservoir Information</b> , and <b>Schedule 3: Power Information</b> .  <input type="checkbox"/> If the project is to produce waterpower for sale, refer to the <b>Guidebook for Waterpower Project Applications</b> .