



Instructions to Complete the Aquatic Habitat Protection Permit Application

Every person desiring approval to commence work in or near water must file a completed application form with the Water Security Agency. The application form must describe the proposed project in sufficient detail in order for the Water Security Agency to assess potential impacts of the project on aquatic habitat. Incomplete applications will be returned to the applicant without review or will result in a delay in processing. Additional information related to the proposed project may be submitted along with the application form if the space provided on the application form is insufficient.

An application will not be reviewed until it is deemed complete. A complete application consists of the completed and signed application form, and all maps, photos and plans identified in this document or the application form.

Note: Work is not authorized until a permit has been issued.

Section 1: Applicant Information

The applicant is the individual, company, municipality or organization that will ultimately be responsible for the proposed work (i.e. wants the project completed). Contractors or consultants hired to do the work or complete the application shall put their contact information in the Technical Contact section. The address used by the applicant shall be the mailing address to send the permit to, and not the location of the proposed work. If the project is receiving funding of any sort, a contact at the funding agency should also be provided.

Section 2: Name of Affected Watercourse/Water Body

Please use the gazetted (geographical) name of the water body or watercourse. If the water body or watercourse is unnamed or unknown please reference the closest named water body or watercourse (e.g. Unnamed Tributary to the South Saskatchewan River). In some cases the name of the watercourse could be a constructed drainage conveyance or irrigation channel.

Section 3: Location of Proposed Project

Location of the Proposed Project can be given as: Geographic (latitude and longitude) Coordinates, UTM (Universal Transverse Mercator) Coordinates, or Legal Land Description. The datum should also be included if different than WGS84 or NAD83. Maps displaying the proposed project location(s) are important for all project applications.

If work occurs on more than one section of land, all sections must be included in the application. In the case where the application includes a number of individual project locations, geographic coordinates or UTM coordinates are required for each site. In both of the above cases, a map showing the extent of the work should be provided in the application. In the case of a linear project (e.g. channel clearing, vegetation removal, etc.), please provide a map showing the start and end points of the proposed work area as part of the application.

If the work is being proposed adjacent to and/or within a recreational subdivision, the legal land description in the form of Lot, Block/Parcel and Plan number will be required for the application. If there is also a corresponding civic address and/or a subdivision name, (e.g. 999 Lakeshore Drive -Carwin Park), please include that information as well.

Section 4: Registered Land Owner

An application will not be approved without consent from the land owner. In cases of Crown lands, including but not limited to Provincial Park Land, Agricultural Land and Wildlife Habitat Protection Areas, an approval is required from the Ministry of Parks, Agriculture, or Environment.

Proposed work within Municipal Lands requires consent from the appropriate land administrator that may include the Rural Municipality, Village or District. This includes but is not limited to work proposed on land designated as Municipal Reserve, Public Reserve, Environmental Reserves or municipal road allowance.

If the applicant is not the land owner, and the land is not Crown or Municipal Land, the land owner's name and contact information is required on the application form. Proof of land owner consent is required prior to permit approval and is the responsibility of the applicant to obtain.

Section 5: Description of Proposed Work

This information must provide background on the proposed project. All project applications require information such as (but is not limited to) a map showing the proposed project location, a detailed design plan or sketch, photographs of the proposed work area, techniques and material/equipment used to complete the project, project timing, etc. If there was a previous permit issued for this, you can mention that in this section.

Please describe in detail how the proposed work will be done including: the construction materials and equipment used, permanent and temporary structures required and any proposed construction staging/phases. For example in the case of shoreline stabilization: the contour of the shoreline will be sloped with a track hoe utilizing a pull-back method of excavation, a non-woven geotextile fabric will be placed on the contoured slope to the waters' edge and clean rocks (approx. 12 inches in diameter) will be placed on the geotextile with a bobcat to a finished slope of approximately 3H:1V. If potential impacts have been prevented through re-design, re-location or the use of mitigation measures, please explain in this section under rationale.

Larger or complex projects (e.g. water control structures, marinas, etc.) may require additional information than what is required on the application form, and therefore an Aquatic Habitat Protection Specialist should be contacted prior to submitting an application for these larger projects.

Photographs submitted for this section need to include the proposed work site as well as the surrounding area to provide the reviewer with an appreciation of the existing landscape and aquatic/riparian habitat. Photographs are preferably taken during ice/snow-free conditions.

Additional Project Specific Information Requirements:

In addition to the information requirements noted above, project specific information is also required. Below are additional project specific information requirements that are essential for the following project types. Similar information requirements may apply to other project types not listed.

Culvert Installations and Replacements:

- Culvert dimensions (length and diameter) of the existing and proposed replacement structures;
- Percentage of culvert(s) embedment below the watercourse or water body bed;

- Type of culvert being installed, material used (including material size range) to stabilize the inlets(s) and outlet(s);
- Proposed in-water work, coffer dams, dewatering, watercourse diversion, etc.; and
- Detailed design drawings (plan and profile view) of the proposed culvert crossing, identifying materials used and the project dimensions and disturbance footprint.

Bridge Installations, Replacements and/or Repairs:

- Bridge dimensions (new and existing) including number of piers, piles, pillars, etc.;
- Type of bridge construction and material used (including size range) to stabilize the abutments;
- Proposed in-water work, coffer dams, dewatering, watercourse diversions, etc.;
- Temporary crossings proposed and remedial works proposed following crossing removal; and
- Detailed design drawings (plan and profile view) of the new bridge that identifies high/low water levels, proposed materials, project dimensions and disturbance footprint.

Shoreline Stabilization or Recreational Developments:

- A plan view (bird's eye view) sketch/drawing of the work site indicating the location of existing buildings, shoreline structures, and property lines, the dimensions of proposed work area (length and width) and distance of all the above to the water's edge (if available reference the high/low/summer levels);
- A profile view (cross-sectional) sketch/drawing of the original bank slope and proposed slope including the distance from the current water's edge (if available reference the high/low/summer levels); and
- Typically a minimum of four pictures of the surrounding shoreline and proposed work site.

Channel Clearing and Riparian/Aquatic Vegetation Removal:

- Riparian vegetation removal applications must include a map outlining the area(s) of the vegetation proposed for removal and pictures that show/ flag the vegetation;
- Aquatic vegetation removal applications must include a map outlining the area(s) within the lake with of the vegetation proposed for removal, including the dimensions (length and width) and depth range of the vegetation to be removed (typically not approved beyond 2 metres in depth); and
- Channel clearing applications must include a map outlining proposed area(s) of vegetation and/or substrate removal and photographs showing the areas outlined on the map.

Section 6: Proposed Stabilization Measures

This section is a description of the mitigation measures including erosion and sediment control plans, which will be implemented to eliminate or minimize potential impacts on aquatic habitat, during construction, operation and/or decommissioning of the proposed works. The applicant shall provide a site specific sediment and erosion control plan that identifies the area of construction and soil disturbance activities and proposes materials and methods to prevent erosion and sedimentation to the aquatic habitat. Information should not be limited to the controls being put in place, but the description must also include, how, where on the work site and when these controls will be installed or implemented to stabilize the work site and limit the extent of project impacts to surrounding aquatic habitat.

Some examples of pre-construction measures include: isolating the work site, minimizing the disturbance area, retain existing vegetation and utilizing machinery that arrives onsite clean and in good working order. Examples of stabilization measures during the construction phase including removing all project debris from work site, utilizing existing roads or trails, maintaining downstream flow, and installing screens on intakes. Examples of stabilization measures during the post construction phase include replacing topsoil and re-establishing vegetation on disturbed areas, and installing rolled erosion control products (such as a straw or coconut blanket).

Risk and liability is not mitigated just because a diligent effort has been made to identify and select sediment and erosion controls for implementation. Proper installation, inspection and maintenance are required to ensure the controls are effective.

Section 7: Signature

All applicants are required to sign and date the application. The applicant shall be responsible for complying with all applicable federal, provincial and municipal legislation, codes and regulations in connection with this project.

The applicant must obtain and maintain at their own cost, all permits, licences, regulatory approvals and certificates required to perform the work. If requested by the Water Security Agency, the applicant must provide a copy of any required permit, licence, regulatory approvals or certificate to the Water Security Agency.

The applicant agrees that the Water Security Agency, its predecessor, successor, agents, officers, directors and employees shall not bear any risk or expense as a result of the applicant's failure to obtain necessary permits, licences, regulatory approvals and certificates required to perform the work contemplated under this application.

Submission of Application Form:

Complete the application form and submit to the correct Specialist with attached maps, photographs, plans, sketches and drawings. Applications can be received by email, fax, mail or in person.