



Water Licence Application Drawing Standards

(Updated April 2008)

Applicants are required to meet the following Drawing Standards. The application will be returned if the Drawing is inadequate.

DRAWING PREPARATION

- Obtain a copy of a Regional District Composite Map, Surveyor's Certificate or a Legal Survey Plan of your property from the Land Titles Office for your area. **A copy of one of these plans must serve as the base map for the Drawing.**
- Maps of various scales, including the BC Topographical series, are available at local surveying companies.
- Sample Drawings are enclosed with the application for reference.

GENERAL SPECIFICATIONS

- Use a Regional District Composite Map, Surveyor's Certificate or Survey Plan as the base for the drawing.
- Use white bond paper, preferably 8.5 by 11 inches (standard letter size) or 8.5 by 14 inches (legal size); or the [Drawing Template](#).
- Print clearly and use black ink that does not smudge.
- Label important features. Provide a legend or key for any abbreviations used.
- Show the drawing scale (e.g., 1:5000, 1-inch equals 500 feet, 1-cm equals 50 m).
- Ensure a North arrow is shown.

SOURCE INFORMATION

- Show the location of the source of water relative to your property boundaries and the boundaries of other landowners.
 - Indicate the source by name, show the direction of flow and, if possible, indicate where the source connects to other creeks, rivers or lakes.
 - Show the location and direction of flow of any natural lakes, streams, swamps, sloughs, springs, etc., within the general area of your application.
 - Indicate the approximate width of the source at the proposed diversion point.
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- If storage is needed, show the location of the reservoir and indicate whether it will be man-made or is on a natural pond or lake.

PLACE OF USE AND PROPERTY BOUNDARIES

- Ensure that the legal property boundaries of the land where the water is to be used are shown.
- Ensure that the boundaries of all parcels of land (both private and Crown) that will be physically affected (i.e., crossed, flooded, or used as access) by the proposed works are shown. If any of the parcels include easements or right-of-ways, these should also be shown.
- Identify the actual place of use, e.g., dwelling, barns, and other buildings.
- Clearly show the area to be irrigated with crosshatched including scaled measurements in hectares or acres.
- If any land is to be flooded, identify the area that will be underwater in relation to the property boundaries.

PROPOSED WORKS

- Identify the exact location of the proposed water intake or diversion structure.
- Indicate all water works, existing and proposed, e.g., the diversion structure, intake, pipe, sump, pump, dugouts, ponds, reservoirs, irrigation systems, etc.
- All works must be clearly labeled.
- If the pipe crosses land owned by another person or the Crown, its length on that land must be shown. The length of pipe extending beyond the natural boundary into lakes and rivers must also be shown. If the bearing of the pipe is known, please include on the Drawing as well.

DIGITAL DRAWING STANDARDS

Surveying companies, architectural firms and other professional drafting services may be able to provide the Drawing in digital format. An ArclInfo exportable file, an ArclInfo coverage file, and a Shape file are the only formats that meet Water Stewardship Division's digital standard for the Applicant's Drawing. Please ensure that all digital data is in Albers Projection.