



**Waterpower Project Application Completeness Checklist**  
**For Power General Purpose** hydro-electric power produced for sale

Water licence and land tenure applications include the items listed below. Applications must include a copy of this checklist with the completed application package before any application can be accepted.

Applicants for waterpower projects involving Crown land must meet the eligibility requirements for Crown Land tenure prior to completing this checklist.

The reference guide [Independent Power Production in B.C.: An Inter-agency Guidebook for Proponents \(IPP Guidebook\)](#) will assist applicants to ensure submission of acceptable application packages. Other resources and sources of information can be found on the [Waterpower Projects website](#).

| APPLICATION REQUIREMENTS   |  |
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| <p><b>Application Forms:</b></p> <p>Please check all applicable forms attached to this application.</p>                    | <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Water Licence Application Form</a></li> <li><input type="checkbox"/> Optional: <a href="#">Schedule 2</a>: Dam &amp; Reservoir Information (includes storage)</li> <li><input type="checkbox"/> <a href="#">Schedule 3</a>: Power Information</li> <li><input type="checkbox"/> <a href="#">Land Application Form</a> applicable if any part of the project will be on Crown land.</li> </ul>  |
| <p><b>Application Fees:</b></p> <p><a href="#">Water application fees</a></p> <p><a href="#">Land application fees</a></p> | <ul style="list-style-type: none"> <li><input type="checkbox"/> A cheque or money order for the water licence application (and water storage fee if applicable) – payable to <b>Minister of Finance</b></li> <li><input type="checkbox"/> A cheque or money order for the Crown land tenure application – payable to <b>Minister of Finance</b></li> </ul> <p><b>Separate payment is required for a water licence application and a Crown land tenure</b></p> <p><b>If you would like to arrange payment by credit card, please use the <a href="#">Visa/Mastercard Payment Authorization Form</a></b></p> |

## APPLICATION REQUIREMENTS

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| <p><b>Certificate of Incorporation</b></p>   | <p><input type="checkbox"/> A copy to be submitted if the applicant is a company registered in BC.</p> <p><input type="checkbox"/> N/A</p>  |
| <p><b>Maps and Plan</b></p> <p>All Maps will be in colour and include:</p> <ul style="list-style-type: none"> <li>• North Arrow</li> <li>• Scale Bar</li> <li>• Labels</li> <li>• Legend</li> <li>• Roads &amp; Trails</li> <li>• Parks, Protected Areas &amp; Conservancies</li> <li>• Indian Reserves</li> <li>• Rivers, stream, lakes and major water bodies</li> </ul> | <p>The following project maps, plan of the works and data must be submitted</p> <p><input type="checkbox"/> <b>General Location Map</b> (or Project Overview Map) – a topographic map at an appropriate scale (1:250,000 to 1:50,000) indicating:</p> <ul style="list-style-type: none"> <li>○ The location of the project relative to nearby towns, communities and public transportation routes; and</li> <li>○ The entire application area including the Crown Land application area indicated with a polygon shape outlined in red, roadways, transmission line, and interconnection point Available Crown land can be determined through the <a href="#">ILRR</a> with a <a href="#">BCeID</a>.</li> </ul> <p><input type="checkbox"/> <b>Watershed Map</b> – a topographic map at a scale of 1:50,000 to 1:20,000 to include:</p> <ul style="list-style-type: none"> <li>○ Streams and tributaries affected by the project;</li> <li>○ Points of diversion (intakes and dams) – <b><u>including GPS coordinates</u></b>; and</li> <li>○ Boundaries of the watershed above diversion points.</li> </ul> <p><input type="checkbox"/> <b>Project Map(s)</b> – identifying the main project area at a scale of 1:20,000 and to include:</p> <ul style="list-style-type: none"> <li>○ Boundaries of all parcels of private and Crown Land in the vicinity;</li> <li>○ Crown Land application area indicated with a polygon shape that encompasses all improvements/works and proposed tenure areas outlined in red;</li> <li>○ The stream and tributaries affected by the project;</li> <li>○ Areas above the natural boundaries of the stream to be flooded (if applicable);</li> <li>○ Project components including: <ul style="list-style-type: none"> <li>▪ Areas required for staging, construction and excavation;</li> <li>▪ Areas required for temporary and permanent buildings related to the construction (including camps) and operation of the improvements/works, including sites for communication equipment;</li> <li>▪ Active and inactive roads and trails, roads to be constructed or improved;</li> <li>▪ Route and size of transmission line corridor;</li> <li>▪ General arrangement of improvements/works including:</li> </ul> </li> </ul> |

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diversion points, diversion structure, penstock, powerhouse, tailrace, etc., clearly identified and labelled.

- Hydrometric stations:
  - Show locations of any hydrometric stations installed by the proponent, or are planned to be installed;
  - Show locations of any regional hydrometric stations operated by the Water Survey of Canada; and
  - Show the locations of other hydrometric stations that may be used by the proponent.

**Plans and Maps of the Project Components:**

- Plans for the works should be at a scale between 1:20,000 and 1:5000. The preferred size of these plans is 11 X17 and more than one sheet may be necessary;
- Cross section and profile of the diversion structures or dams proposed for the diversion and/or storage of water the type of spillway and the material to be used in the construction of the dam (if applicable);
- Cross section of the penstock, access roads, and transmission lines and stream crossings;
- The total and active volumes of the storage reservoirs (if applicable);
- The areas above the natural boundaries of the stream to be flooded by any of the structures (if applicable); and
- Configuration of all works/improvements, including: intake and water conveyance structures such as: canals, tunnels, pipelines and penstock, powerhouse, the tailrace channel and the switchyard.

**Projects Linkages Overview Map (if applicable)** – at a scale of 1:50,000 to 1:250,000, including:

- All application areas that are linked together on one transmission line.

Where applicants have multiple projects connected by the same or portions of the same transmission line.

**The Crown Land Application Area** – submitted in both hard copy and digital data format polygon in shape file or \*.e00 format with NAD 83 BC Albers projection.

## APPLICATION REQUIREMENTS

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| <p style="text-align: center;"><b>Project Scope<br/>And<br/>Development Plan</b></p> | <p><input type="checkbox"/> Complete and submit <b>Project Scope</b> report or <a href="#">Waterpower Project Development Plan</a>. A Project Development Plan will be required for the final adjudication of the application.</p> <p>Contents of a Project Scope report include the following:</p> <ul style="list-style-type: none"> <li>• Executive Summary</li> <li>• Proponent Information (corporate structure, consultants etc.)</li> <li>• Project Concept:             <ul style="list-style-type: none"> <li>○ Capacity of the Project</li> <li>○ Watershed Characteristics and Availability of Water</li> <li>○ Parameters for the operation of works</li> </ul> </li> <li>• Linkages with Other Projects and Roads</li> <li>• Market for Electricity</li> <li>• Schedule for Completion of Project</li> <li>• First Nation Information</li> <li>• Fish and wildlife Information             <ul style="list-style-type: none"> <li>○ existing fish information - can be accessed through <a href="#">Fishwizard</a></li> </ul> </li> <li>• Land Access</li> </ul> |
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## Additional Information

**Where applicable - please indicate all additional information attached to your application as outlined below**

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|---|--|
| <p><b>Certificates, Plans and Land Ownership</b></p> <p style="text-align: center;">Land Titles<br/>Information found at<br/><a href="#">BC Land Title &amp; Survey</a></p> | <p>Indicate the following applicable documents attached to this application.</p> <p><input type="checkbox"/> <a href="#">State of Title Certificates</a> (Private Land)</p> <p><input type="checkbox"/> <a href="#">Legal Survey Plans</a> (Private Land)</p> <p><input type="checkbox"/> <a href="#">Legal descriptions</a> of affected adjacent lands</p> <p><input type="checkbox"/> If applicant owns the land where the water is proposed to be used, submit the certificate of Title, BC Tax Assessment Notice or <b>Transfer of Sales Agreement</b></p> <p><input type="checkbox"/> If you have tenure on Crown land where the water is proposed to be used, submit a copy of the <b>Lease or Licence of Occupation</b></p> |
| <p><b>Landowner's Consent</b></p>   | <p><input type="checkbox"/> If the proposed access, transmission line or diversion works are on or will cross one or more parcels of land owned or leased by another party, submit a completed <a href="#">Landowner's Consent Form</a> for each parcel affected. The landowner may also indicate on this form an objection to your proposed access.</p> <p><input type="checkbox"/> If landowners consent, e.g. an easement cannot be obtained indicate how access is proposed, e.g. by an interim agreement.</p> <p><input type="checkbox"/> N/A</p>   |

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|-----------------------------|--|
| <b>Joint Works</b>          | <input type="checkbox"/> If the proposed works will be connected to another licensee's authorized works, refer to <a href="#">General Information on Joint Works Agreement</a> and submit a Joint Works Agreement<br><input type="checkbox"/> If a Joint Works Agreement is currently under negotiation<br><input type="checkbox"/> If you have not been successful in obtaining a Joint Works Agreement<br><input type="checkbox"/> N/A |
| <b>Letter of Agency</b>     | <input type="checkbox"/> If you are completing and submitting this application on behalf of a third party, please include a <a href="#">Letter of Agency</a> indication that you are authorized to act on behalf of the applicant  |
| <b>First Nations</b>        | <input type="checkbox"/> Have you been in contact with First Nations?<br><input type="checkbox"/> Yes: indicate the Band Name and the Contact<br><input type="checkbox"/> No   |
| <b>Hydrometric Stations</b> | <input type="checkbox"/> Installed a new hydrometric station at all of the proposed points of diversion<br><input type="checkbox"/> Will install new hydrometric stations at the first available opportunity<br><input type="checkbox"/> Will utilize known existing hydrometric stations  |