



Instructions to Complete Application for Water Rights Licence & Approval to Construct and Operate Works under *The Saskatchewan Watershed Authority Act, 2005*

Every person desiring approval to commence the construction, alteration, extension or operation of works and/or right to use water shall file with the Saskatchewan Watershed Authority (Authority) a completed application form, a fee as established by the Authority and, where not waived, acceptable engineering plans and other additional information as the regional office deems necessary to complete the application. A separate and complete application is required for each project and the following is itemized information on how to complete the application.

Item 1: *Name of Applicant*

The applicant should be the owner of the property on which the works are proposed to be constructed on, or exist on. If the applicant does not own the property, a legal interest is required. The applicant is to clearly print or type their surname and at least one given name and initial(s).

- when land ownership is shown as “joint tenants” on the Certificate of Title, any one of, or all of the landowners can be the applicant.
- when land ownership is shown as “tenant in common” on the Certificate of Title, all of the landowners should be the applicant.
- when the project involves multiple lands, each landowner should be an applicant (joint application by more than one person).
- when lands are owned by a corporation, company, association, or other legal entity, the full name of the entity is to be shown as the applicant.

Item 3: *Description of Works*

The applicant is to provide a brief description of what the works will consist of and how they are intended to be operated.

Item 4: *Application Fee (Non-Refundable)*

Schedule of fees for the various applications:

1. Approval to Construct and Operate Works
 - (a) an approval to an individual.....\$ 25.00
 - (b) an approval jointly to two or more individuals.....\$ 50.00
 - (c) an approval to any person other than an individual\$ 100.00
2. Water Rights Licence - Surface Water and Ground Water
 - (a) use or diversion of 0 to 500 cubic decametres (0 to 405 acre-feet)\$ 100.00
 - (b) use or diversion of 501 to 1000 cubic decametres (406 to 810 acre-feet)\$ 200.00
 - (c) use or diversion of 1001 cubic decametres or more (811 acre-feet or more)\$ 300.00

The fee is payable to the Saskatchewan Watershed Authority in accordance with the fee schedule outlined above and at the time an application is filed.

Item 5:

1. **Description and Owner of Lands:** The full legal description (1/4 Section, Township, Range and Meridian) and the names of the owners or occupants are to be provided for lands on which works will be constructed and/or will be affected by the works.

2. **Registration Fees:** ISC (Land Titles) Registrations

- (a) Notice of Issuance of an Approval of Works \$ 50.00/title
- (b) Certificate \$ 50.00/title

The fees for registering notices/certificates on land titles are established by the Information Services Corporation. The Authority registers notices and/or certificates on lands where the works are constructed and on lands affected by the works. The Authority **will invoice** the applicant in accordance with the fee schedule outlined above once the land control and registration requirements for the project have been determined.

Item 7: Drainage

For drainage projects it is not necessary to submit plans of the project with the application; however, a sketch plan would be helpful. A preliminary evaluation of the proposed project will be made on the basis of the information contained in the application form to determine whether or not the project could be approved for construction. If it appears from the preliminary evaluation that the project could be approved for construction, the applicant will be advised of the plans required.

Item 8: Surface Water

- (a) Plans should show the proposed locations and type of works. Where appropriate, plans should include information on reservoir capacities, point of diversion, irrigable areas, areas flooded, water elevations, cross sections and profile of dams, dykes, ditches and spillways.
- (b) The source of supply could be a lake, river, creek, slough, spring or coulee. If the source of supply has a geographical name, include it.
- (c) For the volume of water required provide as accurate a figure as possible.

Item 9: Ground Water

- (a) Check appropriate box for intended water use.
- (b) Check appropriate box for what the expected source of water will be.
- (c) Population (hamlet, village, town, etc.) if applicable.
- (d) For the volume of water required provide as accurate a figure as possible.
- (e) Agency or consultant who supervised and prepared the ground water investigation report. Two (2) copies of the final ground water report are to be filed with the application if such has not been previously filed.
- (f) Plans, as outlined in Item 6 of the Application, should show proposed location (surveyed from legal boundaries) of works including any production wells, observation wells, pump houses, pipelines, treatment plants, storage reservoirs and other similar works (see Ground Water Example Plan).
- (g) Plans, as outlined in Item 6 of the Application, should show proposed location of existing water wells and reservoirs, not owned by the applicant, which may be affected by the proposed project should be submitted.

Applicant's Signature: All applicants are required to sign and date the application. When lands are owned by a corporation, company, association, or other legal entity, the application must be signed by one official officer and a seal affixed, or by two official officers in which case no seal is required.