



## Water License Application Process

British Columbia

Water licenses in British Columbia are administered through the Ministry of Environment (MOE) Water Stewardship Division. All information pertaining to this process is found on the website:

[http://www.env.gov.bc.ca/wsd/water\\_rights/licence\\_application/index.html](http://www.env.gov.bc.ca/wsd/water_rights/licence_application/index.html)

*The following is a **summary** of the requirements of and processes for application.*

**Step 1:** Obtain a copy of the **Water Licensing Application Package** through the above website, or contact Energy Alternatives. Also, the following link goes directly to the application package:

[http://www.env.gov.bc.ca/wsd/water\\_rights/licence\\_application/cabinet/water\\_licence\\_application.pdf](http://www.env.gov.bc.ca/wsd/water_rights/licence_application/cabinet/water_licence_application.pdf)

The application package contains a complete checklist of the application requirements and is a step-by-step guide to obtaining water rights for your micro-hydro system in BC.

**Step 2:** The Water License application must be submitted with the following information listed in the **Application Completeness Checklist** (pgs 3-4):

- Application Form
- Application Fee – payable to Minister of Finance
- Drawing – prepared according to the required drawing standards
- Map – topographical map showing general location of property
- Survey Plans – copy of Registered Survey Plan for parcel of land where the water is intended to be used
- Land Ownership – Certificate of Title, or copy of Lease/License of Occupation
- Landowner's Consent – one form completed for each parcel affected (pgs 50-51)
- Joint Works Agreement, if applicable
- Agency Requirements – read Water Applicant's Agency Resource Guide
- Development Plans – required if proposed diversion rate exceeds 25,000gpd
- Storage – if required complete Schedule 2
- Waterpower – complete Schedule 2 and 3. If power is for sale refer to the Guidebook for Waterpower Project Applications

**Step 3: Schedule 1** (pg 31) Water Application Fees

\$100.00 for residential (self-supplied) waterpower, up to 25kW generation for one household.

\$100.00 for permits to occupy crown land affecting 0.5 hectares.

\$500.00 for permits to occupy crown land affecting 0.5-50 hectares.

**Step 4:** Complete the Application. Please refer to the **Application Form Guide for a Water License** for complete descriptions and explanations of each section.

**Step 5:** Application Drawing. Please complete the drawing to be submitted as per the specifications in the **Water License Application Drawing Standards** (pgs 35-41).

**Step 6: Water Development Plan Template** (pgs 42-45). It is only necessary to complete this section if the application has a proposed diversion rate of over 25,000 GPD.

**Step 7: Schedule 2** (pg 48) Dam and Reservoir Information  
Required in support of a water license application for storage purpose.

**Step 8: Schedule 3** (pg 49) Power Information  
Required in support of a water license application for power purpose.

**Step 9: Submit your Application**

See page 53 for the listing of the office nearest you. Please ensure you have completed all of the requirements outlined in the Application Completeness Checklist. Should you have any questions, contact Energy Alternatives or Front Counter BC (1-877-855-3222 <http://www.frontcounterbc.gov.bc.ca>).

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