

# Instructions to Complete Application for Water Rights Licence and Approval to Construct and Operate Works under *The Water Security Agency Act*

Every person desiring approval to commence the construction, alteration, extension or operation of works and/or right to use water shall file with the Water Security Agency (WSA) a completed application form, a fee as established by the WSA and, where not waived, acceptable engineering plans and other additional information as the WSA 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(s)***

The applicants should be the owners of the property on which the works are proposed to be constructed on, or exist on. If the applicants do not own the property, a legal interest is required. The applicants are to clearly print or type their surnames and at least one given name and initial(s). 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. Additionally, and in order to address correspondence and inquiries, the first and last names of a responsible point of contact should be provided in brackets.

**All names appearing on the titles of all the affected lands must be included as *Applicant(s)*.**

## **Item 4: *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 5: *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. The applicant's legal interest in each parcel of land affected should be shown as one of the following:

- (a) registered owner;
- (b) holds the land under agreement for sale;
- (c) leases the land; or,
- (d) rents the land.

## **Item 7: *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 8: Ground Water**

- (a) For the volume of water required provide as accurate a figure as possible.
- (b) 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.
- (c) Plans 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).
- (d) Plans, as outlined in Item 7 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.

**Item 9: Application Fees**

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) per year ..... \$ 100.00
  - (b) use or diversion of 501 to 1000 cubic decametres (406 to 810 acre-feet) per year ..... \$ 200.00
  - (c) use or diversion of 1001 cubic decametres or more (811 acre-feet or more) per year ..... \$ 300.00

Application fees are payable to the Water Security Agency in accordance with the fee schedule outlined above at the time an application is filed and are **non refundable**.

- 3. Registration Charges: ISC (Land Titles) Registrations
  - (a) Notice of Issuance of an Approval of Works ..... \$ 50.00 per title
  - (b) Certificate ..... \$ 50.00 per title

The fees for registering notices/certificates on land titles are established by the Information Services Corporation and payable in advance with the application fees to the Water Security Agency. The WSA registers notices and/or certificates on lands where the works are constructed and on lands affected by the works. The WSA may, upon special request, invoice the applicant in accordance with the fee schedule outlined above once the land control and registration requirements for the project have been determined and where it has been agreed that payment need not be made in advance.

**Applicant’s Signature: All applicants are required to sign and date the application (See Item 1). When lands are owned by a corporation, company, association, or other legal entity, the application must be signed by one officer or director and a seal affixed, or by two officers or directors in which case no seal is required.**

**Completed applications should be submitted to:**

**Water Security Agency - Head Office**  
 Victoria Place  
 111 Fairford Street East  
 MOOSE JAW SK S6H 7X9  
 Ph: 306.694.3980  
 Fax: 306.694.3944  
 E-mail: [comm@wsask.ca](mailto:comm@wsask.ca)