

## **Yukon Water Board**

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### **Information Sheet for Miscellaneous Undertakings for Shoreline Protection requiring a Type B Water Use Licence**

#### **IMPORTANT INFORMATION:**

Your project will require an assessment under the *Yukon Environmental and Socio-economic Assessment Act* (“YESAA”). You must apply separately to YESAB. Their website is [www.yesab.ca](http://www.yesab.ca). YESAB will do an assessment of your project and send an Evaluation Report to Government. Government will consider the Evaluation Report and issue a Decision Document. Government will send you a copy of the Decision Document.

An overview of the potential timelines for the environmental assessment process is available on the YESAB website. The Water Board office estimates that it may take approximately 4 months for an application that contains adequate information to complete the Water Board process. Please note that you can submit your application for a water use licence at any time to the Yukon Water Board office.

The YESAB office will contact you when they begin their assessment and they will tell you their understanding of the scope of the project. Please review this information carefully and contact them immediately if there are any errors – this is an important step that can help avoid delays in the processing of your water use application. It is your responsibility to ensure that the project assessed through YESAA is the same project described in your water use application.

As soon as we receive your water use application, we will send you a “Project Confirmation” form. Keep the form until you receive your Decision Document, then fill in the form and send it back to us. In the meantime, we will be reviewing your information and may contact you for clarification.

**This is very important:** Your water use application will not be adequate until you send us the completed project confirmation form - and you cannot complete the project confirmation form until Government issues a Decision Document. A YESAB evaluation report is NOT a Decision Document.

After YESAA, and after we receive your project confirmation form, we will finish reviewing your water use application to ensure adequate information, and then we will advertise it. You will receive a copy of any interventions that we receive, and you are encouraged to respond. Then, the Water Board will consider your application, the interventions, your responses to interventions and the YESAA Decision Document, and decide on a licence.

If the Board approves a Water Use Licence, the conditions included in that licence may differ significantly from your application. Please review any resulting licence and relevant reasons for decision.

Copies of the application forms, *Waters Act* or *Waters Regulation* are available from our office at 867 456-3980 or our website at [www.yukonwaterboard.ca](http://www.yukonwaterboard.ca).

**Please complete the application in ink.** Do not put any information on the back of any page. Water board staff will be happy to assist you with the completion of this form. Please contact our office to arrange a time. We do ask, though, that you first fill out whatever information you can.

Complete the sections that are applicable to your operation and put N/A where a section is not applicable.

## CHECKLIST

A complete application for a water use licence for a miscellaneous, recreational or conservation undertaking must include, but is not necessarily limited to, the following:

- \_\_\_\_\_ Completed YWB Project Confirmation Form.
- \_\_\_\_\_ Completed Information Sheet for Miscellaneous Undertakings for Shoreline Protection for new applications only.
- \_\_\_\_\_ Completed Schedule 4 Application form.
  - If more than one party is applying for the water use licence, please specify a contact person and complete contact details. Clearly indicate the name(s) of the person(s)/company that you wish to include in the water licence.
  - If someone is acting as an agent for your application, please specify the name, mailing address, phone and fax number on this form where requested.
  - Please note that the applicant must sign this form, not the agent.
- \_\_\_\_\_ Completed Officers of the Company/Corporation form.

If you are applying on behalf of a company, corporation or non-profit organization, please read this form. Complete the form if it is applicable and provide the required proof indicated on that form. Please note that when listing the officers of the company, you are expected to list for example, the president, vice-president, secretary or the principles of the company. Do not use this list to provide the names of project managers, etc. If the applicant is a company, corporation or non-profit organization and you do not complete this form, the application will be deemed to be in the name of the person who signs the Schedule 4 Application.
- \_\_\_\_\_ Application fee of \$30.00. You can contact our office to arrange for payment using VISA (in person or by phone), DEBIT card, cheque or money order. If you are paying by cheque or money order, please make it payable to the Territorial Treasurer.
- \_\_\_\_\_ You must provide a 1:50,000 scale topographical map, or part of the map, with the scale, map sheet number and project location (at a minimum) clearly marked. In addition to the 1:50,000 scale map, you may provide additional maps at various scales if those maps will provide additional information or clarification for the YWB. All additional maps must indicate the same information that is required for the 1:50,000 scale map.
- \_\_\_\_\_ If you are attaching any supporting reports/documents as part of your application, you are required to include the applicable section of the Information Sheet in the details where the relevant information can be found (i.e page #, section#, paragraph#)

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**Water Crossings and/or Erosion Protection Adjacent to a Public Highway:**

(In addition to the following, you must also provide the information requested in Part C of this Information sheet.)

1. The application must include either:
  - Option A: preliminary design drawings sealed by a Professional Engineer licensed to practice in the Yukon; or
  - Option B: a preliminary design report, sealed by a Professional Engineer licensed to practice in the Yukon. Any drawings accompanying the report must be initialled as approved by the author of the report. The report must include a list of all pertinent drawings.
2. If a sealed preliminary design report is submitted, the report must clearly specify the design criteria used, the specific characteristics of the site and how they have been incorporated into the design, as well as the materials and methods proposed to be used in constructing the undertaking.
3. If Option A is followed, the Professional Engineer=s seal must be affixed to each drawing that contains essential design elements relating to the undertaking. Sketches or drawings that are explanatory in nature and that do not contain essential design information do not require a seal.
4. Drawings sealed by the Professional Engineer may be marked A not for construction@ at the Engineer=s discretion.
5. Either the sealed preliminary design drawings or the sealed preliminary design report must specify the design return period, selected design flow(s) and the hydraulic capacity of any structure included in the undertaking as compared to the selected design flow(s).
6. Where a design previously submitted to the Board has been modified in response to requests for additional information, interventions by other parties, or for any other reason, the Professional Engineer must either provide written confirmation that the changes do not significantly affect the design, or submit a revised sealed and signed drawing or report.

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**Geotextile** - if any aspect of the project requires the use of geotextile or similar material to prevent the transport of sediment into a watercourse, provide the technical specifications for the material proposed and the location, extent and placement method for the material.

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**Rip Rap**- if any aspect of the project requires the use of rip rap (erosion protection), provide information regarding the minimum and maximum sizes of the material and the gradation between those limits. Indicate the quantity of each type of rip rap to be used, the type of material and its source. Note that rip rap must be hard, dense, angular, non acid-generating quarry stone or boulders, free of seams, cracks, structural defects and contaminants, freeze-thaw resistant, non-slaking and free of fine-grained materials including silt and sand. If erosion protection other than rip rap (e.g. gabions) is proposed, provide similar information for that material.

<b>A. GENERAL INFORMATION</b>
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1. Name of Applicant: \_\_\_\_\_
2. Name of Watercourse(s): \_\_\_\_\_
3. Tributary of: \_\_\_\_\_
4. a) National Topographical System ("NTS") 1:50,000 scale Map Sheet Number(s):  
\_\_\_\_\_
- b) Indicate your project location on a 1:50,000 topographical map, or part thereof. Please ensure that the map sheet number and scale are clearly indicated along with the location of North.
5. Provide map co-ordinates for the project. If the project covers an area, provide the co-ordinates for a box that includes the entire project as well as the co-ordinates of the center of the project area.
 

Minimum Latitude    \_\_\_E\_\_\_' \_\_\_"    Maximum Latitude    \_\_\_E\_\_\_' \_\_\_"

Minimum Longitude    \_\_\_E\_\_\_' \_\_\_"    Maximum Longitude    \_\_\_E\_\_\_' \_\_\_"

Centre Latitude        \_\_\_E\_\_\_' \_\_\_"    Centre Longitude        \_\_\_E\_\_\_' \_\_\_"

UTM Coordinates \_\_\_\_\_E \_\_\_\_\_N
6. Provide the Lot number/Physical Address/Hwy/Km # as it applies to your site:  
\_\_\_\_\_
7. Nearest Community: \_\_\_\_\_
8. In which First Nation Traditional Territory (or Territories) is your project located?  
\_\_\_\_\_
9. Is your project located on or near First Nation Settlement Land or will water flowing from your project flow on or adjacent to First Nation Settlement Land? Yes \_\_\_ No \_\_\_  
  
If you answered yes, provide details and attach a map showing the Settlement Lands in relation to your project.  
  
\_\_\_\_\_
10. Have you contacted the First Nation(s) regarding your project? Yes \_\_\_ No \_\_\_  
  
If so, provide details.  
  
\_\_\_\_\_

- 11. If the location of your undertaking is near Settlement Land, provide the distance (in metres) to the nearest boundary for the Settlement Land. \_\_\_\_\_m
- 12. Are there any existing licences or pre-existing applicants whose use of water may be affected by your project? If so, provide information about who they are and any contacts that you have made with them.

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- 13. Are you the registered owner of the property where the project will be located? Yes\_\_\_ No\_\_\_

If you answered no, please provide a copy of a document which confirms your right to enter and use the property for your proposed undertaking.

- 14. Are there any other surface water or groundwater users that may be affected by your project?

Yes\_\_\_ No\_\_\_

If “Yes”, identify the other users and describe how they will or may be affected.

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<b>B. PROJECT DESCRIPTION</b>
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- 15. Provide a general description of the project: (i.e. install gabion baskets, concrete blocks, rip-rap protection for shoreline protection, etc.)

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- 16. Indicate the proposed schedule that you intend to carry out this project and whether or not it can be completed in one construction season. (i.e. May 2008 to August 2008)

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17. Provide a sketch of the general layout of the site, including but not limited to the following items:

- building/structures on your property
- existing shoreline/erosion protection
- proposed areas requiring shoreline/erosion protection
- property boundaries
- Lot number
- fuel storage, if applicable
- docks/boat houses
- vehicle access to conduct shoreline protection

18. Are you including photographs? Yes \_\_\_ No \_\_\_

In addition to the drawings, plans, profiles and sketches required by this application, you may also consider providing photographs of the location of your proposed undertaking. Please ensure that any photographs provided include the date the photo was taken and a description of what is captured in the photograph.

### C. USES

To assist you in preparation of your application, please note that Water Use Licence HY99-010, issued to Yukon Energy, includes the following requirements:

- “19. The water surface elevation on Schwatka Lake shall be maintained between a minimum of 652.272 m and a maximum of 653.339 m as measured from Geodetic Survey of Canada benchmark 86G114A.
20. The mean daily water surface elevation on March Lake shall be maintained between a controlled minimum of 653.796 m and a controlled maximum of 656.234 m as measured from Water Survey of Canada gauge 9AB004.”

19. Does the project include **Watercourse Training**? Yes \_\_\_ No \_\_\_  
(this includes channel and/or bank alterations, watercourse infilling, spurs, docks, culverts, erosion control, rip-rap, shoreline protection, berms, dikes, cofferdams etc.)

If you answered YES, provide the information required in the Checklist and also provide the following information for all components of the proposed watercourse training:

a) a description of how the structure will provide the necessary protection against flood events:

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b) provide the maximum water surface elevation for which the shoreline protection is designed:  
\_\_\_\_\_ m elevation.

- c) attach scaled drawings in plan and profile (indicate the scale used) of the shoreline protection and include at a minimum:
  - i) dimensions of the shoreline protection and other associated structures or features,
  - ii) the maximum water surface elevation for which the structure is designed,
  - iii) include any other structures or features that are existing or to be constructed to facilitate construction of the shoreline protection.

- d) provide a description of the streambed material, stream bank material, and stream bank vegetation,

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- e) provide the location of the source for the granular material/rip-rap, etc. proposed to be used:

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- f) the minimum to maximum size, and composition of any material to be used for the training and the quantity of material to be either placed into or removed from the watercourse:

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- g) a description of proposed sediment control measures:

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- h) a description of the construction methods, equipment to be used, schedule, quality and assurance/quality control measures, and inspection and maintenance procedures schedule proposed to be used:

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- i) a description of plans to mitigate any damage to plant cover and surface soil:

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**Note: Where space is limited, please attach any supporting information. Please reference in your supporting information, the section number of the Information Sheet that the information corresponds to.**

20. If your project includes berms, cofferdams or dikes, attach the following information for each structure:

- a) a description of the structure and its purpose,
- b) a description of the site conditions, including the location, topography, geologic and hydrologic characteristics, permafrost conditions, and soil and rock conditions that may be present at the site,
- c) the minimum to maximum size, and composition of any material to be used for the training and the quantity of material to be either placed into or removed from the watercourse,
- d) design drawings in plan and profile, drawn to scale (with an indication for the scale used) including all relevant dimensions:
  - (i) Height land based side: \_\_\_\_\_m Height on lake side: \_\_\_\_\_m
  - (ii) Width (from shore to shore) at bottom of berm/dike: \_\_\_\_\_m
  - (iii) Width (from shore to shore) at top of berm/dike: \_\_\_\_\_m
  - (iv) Depth/thickness: \_\_\_\_\_m
  - (v) Freeboard: \_\_\_\_\_m

21. Do you plan to pump water as part of this operation? Yes \_\_\_ No \_\_\_  
(i.e dewatering a work area, using water for concrete production, etc. It does not include use of water for domestic purposes)

If YES, attach the following information for each source from which you propose to obtain water:

- a) the maximum acquisition rate in cubic metres per day and cubic metres per year (this should be the same amount as shown on the Schedule 4 Application:

\_\_\_\_\_ m<sup>3</sup>/day      \_\_\_\_\_ m<sup>3</sup>/year

- b) the water intake method, including:

- i) details of any screening to exclude fish,
- ii) the distance which the pump will be placed from the ordinary high water mark of the watercourse,
- iii) details of any containment berm used, and

- c) the purpose of the water use, the location and design of any water storage facility, if applicable, and the water storage volume in cubic metres.

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22. Does the project include the **Deposit of Solid or Liquid Waste**? Yes\_\_\_\_ No\_\_\_\_  
(Note: This includes all wastes as defined in Section 1 of the *Waters Act* that have the potential to alter or degrade surface water and/or groundwater. Wastes include, but are not limited to discharges from construction sites, explosives residues, debris and sediment disturbance or inputs to a watercourse.)

If YES, attach the following information for **each** waste:

- a) the type and quantity of waste proposed to be deposited and the reason for the deposit,
- b) in the case of a liquid waste, the concentration of the waste proposed to be deposited,
- c) in the case of a solid waste, the geochemical characteristics of the waste,
- d) the location, rate, timing, frequency and duration of the deposit,
- e) the baseline surface and groundwater quality at the location of the proposed discharge,
- f) the potential qualitative and quantitative effects that the deposit may have on any watercourse and/or surface water and/or groundwater,
- g) the proposed methods for collecting, storing, treating and discharging the waste, and the volumes of any waste storage systems,
- h) a description of the construction methods, equipment to be used, schedule, quality assurance/quality control measures, and inspection and maintenance procedures and schedule proposed to be used for any waste treatment/storage/discharge facilities,
- i) a description and justification of the standards proposed to be applied to any discharge of waste to the receiving environment.

#### D. PETROLEUM PRODUCTS/HAZARDOUS MATERIALS

23. Does the project include the handling or storage of petroleum products or hazardous materials?

Yes\_\_\_\_ No\_\_\_\_

If YES, provide the following information:

- a) a description of the type of petroleum products and/or hazardous materials to be used, and
- b) material safety data sheets for all petroleum products and/or hazardous materials to be used, and
- c) a plan that describes the procedures to be taken for the safe handling, storage, and disposal of petroleum products and/or hazardous materials used to carry out this project.

**E. EMERGENCY RESPONSE**

24. A guideline outlining the information that is typically included in a Spill Contingency Plan has been included as part of the application package to assistance you with developing a plan that is specific to your project. Provide an emergency/spill response plan that includes at a minimum, but is not limited to, the following:
- a) a description of equipment to be kept available on site for spill response or other emergency, its location, and details of training required for use of the equipment and carrying out the contingency plan, and
  - b) a contingency plan outlining procedures, mechanisms and processes that will be implemented for the containment and clean-up of a spill event.
25. Are you proposing to use heavy equipment as part of your proposed undertaking? (i.e. backhoe, dozer, etc.) Yes\_\_\_\_ No\_\_\_\_
26. If you answered Yes to #25, will each piece of equipment be equipped with a spill kit?  
Yes\_\_\_\_ No\_\_\_\_

**F. PROJECT EFFECTS**

27. Will there be any potential impacts to traditional uses and water rights of a First Nation as described in Section 14.8.0, or of a Yukon Indian Person as described in Section 14.9.0 of the Umbrella Final Agreement? Yes\_\_\_\_ No\_\_\_\_

If YES, provide a detailed explanation of the potential impacts and what mitigative measures have been included in the project design.

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28. Provide a detailed description of any potential impacts to water quality, quantity, rate of flow including seasonal rate of flow, and any mitigative measures that have been incorporated into the project design.

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### G. MONITORING AND INSPECTION PLANS

29. Provide a detailed description of the methods, procedures, standards, systems, networks and/or schedules proposed to be used to monitor and inspect the performance of the project during the term of a licence, if issued.

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### H. DECOMMISSIONING PLANS

**Note: You must provide plans for the abandonment, or any temporary closing, of the proposed undertaking, even if the project is intended to be permanent and is not expected to be decommissioned.**

30. What is the expected life of the project?

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31. Provide a detailed description of decommissioning measures to be taken when the project is either temporarily or permanently abandoned and describe how project equipment, construction materials, structures or features associated with the shoreline protection will be removed and the site reclaimed.

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32. Provide a description of proposed monitoring and inspection procedures to be followed during either temporary or permanent abandonment.

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### OFFICERS OF THE COMPANY/CORPORATION

This page must only be completed if the applicant is a corporation, limited company, or other business entity. Non profit organizations should provide proof that they are a registered society or organization in the Yukon.

Before issuing a water licence in the name of a corporation, limited company or other business entity, the Yukon Water Board will require that the following declaration be completed:

I, \_\_\_\_\_ certify that (name of business entity) \_\_\_\_\_ is incorporated or registered pursuant to the *Business Corporations Act* of the Yukon Territory or is registered in the province of \_\_\_\_\_.

The officers of the company are:

Name (Please Print):

Title

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Signature

Title

\_\_\_\_\_

Date

**Please Note: If the above information is not completed, the Board will consider the application to be in the name of the individual who signed the Schedule 4 Application.**

**In addition to this declaration, proof that the business entity is allowed to do business in the Yukon is required. Please attach an annual return, Form 1-04, or Certificate of Registration.**