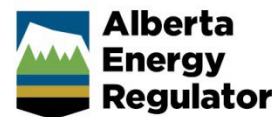# Completing A Water Act Application Borrow Pit

**Intended User:** *Water Act* approval applicants

## Overview

This quick reference guide (QRG) applies to borrow pit applications and describes how to complete the Water screens for water approvals in OneStop.

This guide assumes the following:

- You have started an application and completed the General screens (Contact Information, Application Information, Proposed Activity, Additional Information, Activity Details). See *Initiating a Water Act Application – General QRG.*

- In the General – Activity Details screen, you have selected **Water Approval** as the application type in the Water Authorizations table and selected **Borrow Pit** as the application's purpose, or Borrow Pit was identified under another application purpose as being impacted.

- An activity ID was created for borrow pit.



## Water – General Application



1.  Attach and submit a shapefile for the borrow pit activity. Files must be in the format "borrowpit.zip." See *Importing Digital Spatial Data – Water Activities QRG.*

> **Important**
> - A separate water activity shapefile is not required for a borrow pit activity.
> - Multipart polygons are permitted.

The legal land description fields will be populated from the shapefile.

| Activity Details | | | | | |
|---|---|---|---|---|---|
| Legal Land Description | Filter by... | | | | Show ⌄ |
| | **Quarter** ⇕ | **SEC** ⇕ | **Township** ⇕ | **Range** ⇕ | **Meridian** ⇕ |
| | NE | 34 | 76 | 5 | 5 |

2.  Enter the **disposition number** obtained to undertake this activity.

| Disposition number obtained to undertake this activity * | |
|---|---|

3.  Enter the **First Nations Consultation Number (FNC#)**.

| First Nations Consultation Number (FNC #) * | |
|---|---|

4.  Select an **Aboriginal Consultation Office (ACO) Adequacy Status** from the drop-down list.

ACO Adequacy Status *

- Exempt
- Not Required
- Required and Adequate
- Required and Outstanding

a)  Click **Attach** to include an **adequacy decision document**.

5.  Click the **calendar field** and select a **start date** for the proposed activity.

| « | September 2023 | » |
|---|---|---|

| Su | Mo | Tu | We | Th | Fr | Sa |
|---|---|---|---|---|---|---|
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

Proposed Activity Start Date *

> **Important**
>
> The proposed activity period should only indicate the borrow pit construction period up to a maximum of two years for most borrow pits. Future modifications to the borrow pit, reclamation, or other disturbances may require a new approval or an amendment.

6.  Click the **calendar field** and select the **end date** for the proposed activity.



7.  Describe the **activity** in the space provided.



8.  Click **Attach** to include any relevant files.

9.  Click **Validate** to check for errors in your entry on this screen.

10. Errors will appear in red. Fix the errors and click **Validate** again.



11. Click **Save** to save your entry.

> **Tip**
>
> Save often otherwise your entry will be lost when you leave the screen. You may validate and fix errors as you complete each screen or wait until the Confirmation screen to validate and fix any errors in your application.

12. Click **Next >** to proceed to the Water – Water Source screen.

## Water – Water Source

This screen does not apply to this activity type.

1.  Click **Next >** to proceed to the Water – Additional Information screen.

## Water – Additional Information

Mandatory borrow pit information will populate the table based on shapefile attributes.

1. Optional attributes will be populated if provided, otherwise manually enter the data in the table. Multipart polygons are permitted. See *Importing Digital Spatial Data – Water Activities QRG.*

Borrow Pit Information

| Name | Excavation Volume (M^3) | Depth (M) | Area (M^2) | BP Contents | Collects Runoff | Intercepts Groundwater |
|---|---|---|---|---|---|---|
| Borrow Pit 5 | 35999 | 6.9 | 22000 | Surface Water | Yes | Yes |

2. Click **Attach** to include borrow pit plans and cross-sections.

| Attach Borrow Pit Plans and Cross-Sections * | **Attach** |
|---|---|
| | 📄 Application Plan Sample D…    ✖ |
| | 📄 Application Plan Sample D…    ✖ |

3. Select water body types impacted by the activity. Select multiple water body types if applicable.

Impacts to Waterbodies

| Impacted Waterbody type (select all that apply) * ⓘ | Lake/Watercourse/Ephemeral draw | **Wetland** | Overland drainage/runoff | Groundwater |
|---|---|---|---|---|

**Important**

If the borrow pit does not intercept any of the above water body types and is designed to ensure that it does not meet the definition of "activity" (i.e., does not alter water flow or location or impound water), then a WA approval may not be required (e.g., landscape borrow pits that are constructed so they do not impound any water many not require an approval).

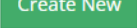### Lake/Watercourse/Ephemeral draw

Impacts to Waterbodies

| Impacted Waterbody type (select all that apply) * ⓘ | **Lake/Watercourse/Ephemeral draw** |
|---|---|

a) Select the **Other Activity** from the drop-down list.

| Other Activity | ⌄ |
|---|---|
| | Use Existing Other Activity |
| | Create New Other Activity |

i) For **Create New Other Activity**: Click **Create New**. An "Other" tab will be created in the application and appear on the top of the screen.

**Water - Additional Information**

| ● Borrow Pit (32541415) | ● Other (32541423) |
|---|---|

(1) Complete Step b), if applicable, and then click the **Other** tab and complete that section.

ii) For **Use Existing Other Activity**: Select the **other activity ID** from the drop-down list.

Use Existing Other Activity [ ⌄ ]
- Activity ID 32541423
- Activity ID 32541491
- Activity ID 32541492

b) Enter the **Authorization or Application ID** if the Lake/Watercourse/Ephemeral Draw activity was applied for separately.

If Lake/Watercourse/Ephemeral Draw activity applied for separately, provide Authorization or Application ID [                    ]

## Wetland

Impacts to Waterbodies

| Impacted Waterbody type (select all that apply) * ● | Lake/Watercourse/Ephemeral draw | Wetland |
|---|---|---|

The Wetlands type follows the same sequence of steps as Lake/Watercourse/Ephemeral Draw. See above for details.

## Overland drainage/runoff

Impacts to Waterbodies

| Impacted Waterbody type (select all that apply) * ● | Lake/Watercourse/Ephemeral draw | Wetland | Overland drainage/runoff |
|---|---|---|---|

a) Click **Attach** to include a desktop drainage assessment.

> **Important**
>
> The Desktop Drainage Assessment must include information as per Table 2 of the *Guide to Water Act Authorization Required for Excavations (Dugouts, Borrow Pits and other types of Pits/Excavations)*, including the Median Year Water Balance Calculation.

## Groundwater

Impacts to Waterbodies

| Impacted Waterbody type (select all that apply) * ● | Lake/Watercourse/Ephemeral draw | Wetland | Overland drainage/runoff | Groundwater |
|---|---|---|---|---|

a) Enter the **depth to groundwater table in metres**.

| Depth (M) to groundwater table within excavation: * | |
|---|---|

b) Describe how the **depth to groundwater** was determined.

| How was depth to groundwater determined? Attach relevant document(s) if available * | |
|---|---|
| | 2000 characters remaining |

i) Click **Attach** to include relevant documents.

c) Describe the **dewatering activities during excavation**.

| Describe plans for dewatering during excavation (if applicable) e.g., pump rates, duration, water quality assurance and discharge plans for the groundwater | |
|---|---|
| | 2000 characters remaining |

i) Click **Attach** to include relevant documents.

d) Select **Yes** or **No**: Are there any water wells within 400 m of the borrow pit?

| Are there water wells or surface water identified within 400m of the borrow pit activity? * | Yes | No |
|---|---|---|

i) If **No**: Proceed to **Step 4**.

ii) If **Yes**: Click **Attach** to include a **Hydrogeologic Assessment**.

| Attach Hydrogeological Assessment * ℹ | **Attach** |
|---|---|

> **Important**
>
> The hydrogeologic assessment is required where water wells or surface water is identified within 400 m of activity, as per the *Guide to Water Act Authorization Required for Excavations (Dugouts, Borrow Pits, and other types of Pits/Excavations)*, including the assessment of potential impacts to groundwater sources (wells, springs, and other users) within 1.6 m.

4. Click **Save** to save your entry. Click **Next ›** to proceed to the Confirmation screen and submit your application.