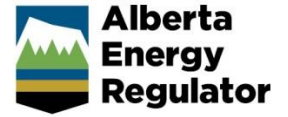


Initiate New Application – General Application – Water Source



» Intended User: Water Approval Applicants

Overview

Applicants are required to enter the data for each **Activity ID** created by the **Application Type** and **Application Purpose** entered in the **Activity Details** window.

This guide outlines how applicants enter data in the **Authorization > Water Source Application** window.

This guide assumes the following:

1. You have a valid account in OneStop.
2. Your account permissions allow complete view access.
3. You have logged in.
4. The applicant is displayed in the login information under **company** or “**Acting as**” delegate.
5. You have started an application and completed the **General** section.
6. An application type was entered in the Water Authorization table in the **Activity Detail** screen.
7. An **Activity ID** was created.

Authorization – General Application

When an applicant selects an **Application Type** and **Application Purpose** on the **General > Activity Details** window, water source windows are generated for each activity in the table and are labelled as **Activity ID**. Information for each activity needs to be entered separately.

Questions related to **Water Source** appear based on the application purpose.

General Application

> Water Source

Additional Information

Authorization – Water Source – Wetlands

Impacted Water Body – Wetlands

The **Water Source** will default to **Wetland**, so nothing needs to be entered.

1. Click **Next**.

Authorization – Water Source

Impacted Water Body – Surface Water

2. Select **Surface Water**.

3. Click **Add Row** to search for the impacted water body.

The search window appears.

4. Enter a partial or full name of a water body in the search field and click **Search**. The search results appear.

Note: Unnamed water bodies are also searchable.

5. Check the box to select the water body.
6. Click **Add** to add the water body to the Impacted Water Body table.

7. Click **Close** to close the search window.

Impacted Water Body – Groundwater

1. Select **Groundwater**.

In this case, **Water Source** refers to the pumping water wells that intersect an affected groundwater aquifer.

If the activity affects both groundwater and a surface water body, then a separate activity will be required for each.

2. Click **Add Row** to add the **Impacted Water Well ID**.

3. Enter the **Impacted Water Well ID** in the blank row using the name, number, or identification code of the water well that is pumping groundwater.

The well information should correspond with the technical details provided in the attachments submitted elsewhere in the application.

4. To remove a row, click the check box beside the row and click **Delete Row**.

Activity Description on the General Application screen.

3. Select **Use Existing Wetland Activity** when the application already includes a wetland application (i.e., one application with many activities).

Select the appropriate **Activity ID** from the drop-down list of existing wetland activities.

4. Select **Create New Wetland Activity** and then click **Create New** to create a new wetland activity. The **Wetland Activity** changes to **Use Existing Wetland Activity**, and the new **Activity ID** is added to the field.

Proposed Impacts to Wetlands

1. Click **No** when the activity does not impact wetlands.
2. Click **Yes** when the activity does impact wetlands. The **Wetland Activity** drop-down list appears.

Note: If the activity impacts wetlands, but the related *Water Act* approval has already been issued, click **No** and provide the existing approval number as part of the