

Guide for Watercourse and Wetland Alteration Permit – Online Application

APPLICATION REQUIREMENTS

The following information is required when submitting an application:

- Project location: You will be able to use our map interface to search for your [property](#), but a Property Identification Number (PID) or coordinates will aid in zooming in on your project location. Your PID can be found on your Property Assessment Notice.
- Detailed description of all project activities, which includes dimensions of each alteration and the distance between these activities and the watercourse/wetland.
- Fully dimensioned sketch for all proposed activities within 30 metres of the watercourse/wetland
- Photos of the project area
- Consent: If you are not listed as the registered property owner as displayed through Service New Brunswick, you must include written consent from the landowner or proof of land ownership. Furthermore, if you are applying as a contact on behalf of the landowner, you must include written consent from the landowner to submit the application form.
- Fees: Fee rates are determined based on the number of alterations and type of activities. For a breakdown of application rates, please click [here](#). Payment can be made online during the application process. However, if you are unable to pay online, you can pay at one of the DELG's offices in person or by mailing a cheque or money order at the information below. Please make it out to the Minister of Finance.

DELG - Source and Surface Water Management
Marysville Place
20 McGloin St
Fredericton, NB E3A 5T8

- If you have printed photos, maps, letters, or other documents to support your application and are not able to submit (upload) them electronically, you may email them to wawa@qnb.ca (max 8MB in size), mail or deliver them in person to your regional office, quoting your application reference number that you will receive at the end of the application process.

NOTE: If your application is received by DELG with any of the above information missing, the application will not be formally accepted until all required information is provided. You will be advised that your application is on hold and will not be reviewed any further until all the missing information has been received.

ACCESSING THE ONLINE APPLICATION

If this is your first time completing an online application, go to our [website](#) and click “Fill out an application” in your preferred language to begin the application process.



Environment and Local Government / Environnement et Gouvernements locaux
Watercourse and Wetland Alteration Applications / Demandes
de modification d'un cours d'eau et d'une terre humide

[Sign in or Create an Account / Ouvrir une session ou créer un compte](#)

Account will be disabled after 90 days of inactivity / Le compte sera inactif après 90 jours sans activités

[Fill out an application](#) / [Remplir une demande](#)

SELECT FROM THE FOLLOWING TASKS

- New Permit Application: Applying for a new project
- Renew or Revise a Permit: Renewal requests are for if you haven't completed the work from a previously issued permit. Revision requests can be made if the scope of your project from a previously issued permit has changed in any way.
- Certification Permit Application: To be used by Certified Designers and Certified Installers
- Continue a Saved Application: Resume an incomplete application. **Note:** This is only an option if an account had been created and the application of a permit has started online, but not submitted to DELG.

Select from the Following Tasks:



[New Permit Application](#)



[Renew or Revise a Permit](#)



[Certification Permit Application](#)



[Continue a Saved Application](#)

PROJECT LOCATION

Note: This section does not apply when submitting a renewal or revision request.

Continue Application Later | [Cancel Application](#) | [Français](#) | [Contact Us](#)

Project Location | Site Verification | Alterations | Upload Documents | Confirmation & Payment

Project Location

Please use the map to select the project location.

You can also enter the PID (found on property tax receipt) where the proposed project is to take place. **You will still need to click on the map at the exact location where the project is located.**

Pid:

OR

provide the project coordinates in decimal degrees (WGS84):

Latitude:

Longitude:

NOTE: All watercourses and wetlands on the ground (whether they are identified on the WAWA Reference Map or not) which meet the definition in the Clean Water Act are regulated. If your project cannot be properly represented by a single point on the map, please select a point within the project area. You may upload plans at a later stage in this application process, which show the exact location of the entire alignment/project area.

Legend/Légende

DELG Tidal Watercourse

- Tidal
- Ocean

NBS easting: 2432262.31
NBS northing: 7659813.77

Switch Basemap

EMMUNDSTON
GAMPARLTON
GATHURST
MIKAWICHI
MONCTONDIEPPE
FREDERICTON
SAINT JOHN

New Brunswick
Nouveau-Brunswick

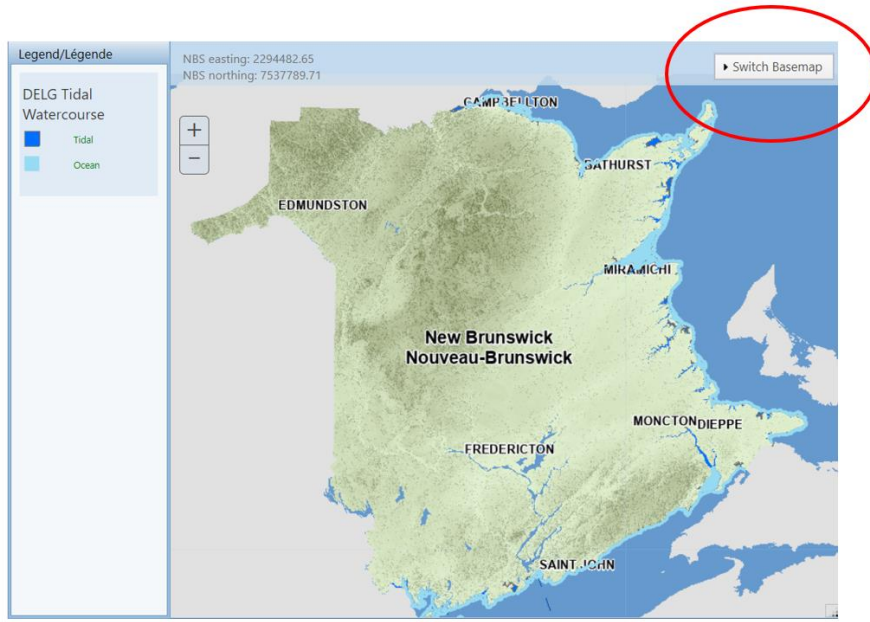
Please note that the circle around your selection represents a 30 metre buffer.

Next

Please select your project location by clicking on the map

Once you have selected your application type, you will be prompted to choose your project location.


- If you have a Property Identification Number (PID), you can enter it above the map, and it will zoom to that property. At this time, we suggest clicking “Switch Basemap” located in the top-right corner of the map, and to choose the option “GeoNB Aerial”; this will display a bird’s eye view of the property. Click on the location on your property where the work will be taking place. Once you have selected the area and a red dot appears, click “Next” below the map.



- If you do not have your PID number, you can zoom in on the map to find your project location. After you have found the desired location, click on the area where the project activity is to take place. Once you have selected the area and a red dot appears, click “Next” below the map.

SITE VERIFICATION

The next screen will ask you to verify that the location you selected is correct. Once you have verified that the selected location reflects where your project activity is to occur, click “Next” under the map. If the location is not accurate, you can click “Back” and adjust the selection.


[Continue Application Later](#) | [Cancel Application](#) | [Français](#) | [Contact Us](#) |  0

Please verify that the information below is correct before hitting the Next button. If you need to modify the location selected, please hit the Back button.

Pid: Latitude:
 Longitude:

NOTE: All watercourses and wetlands on the ground (whether they are identified on the WAWA Reference Map or not) which meet the definition in the Clean Water Act are regulated. If your project cannot be properly represented by a single point on the map, please select a point within the project area. You may upload plans at a later stage in this application process, which show the exact location of the entire alignment/project area.

Please note that the circle around your selection represents a 30 metre buffer.



PROJECT DESCRIPTION

In the box provided, you may write a detailed description of all project activities you are looking to complete. This description should include the construction methodology, materials to be used, and the purpose of the project. Another option is to prepare the description in a document that can be uploaded at a later stage of the application process. If doing so, you can simply refer to the document in the description box shown above. The more information you can provide, the easier it will be for staff to review your proposal.


Note: Incomplete applications and missing information will result in delaying the review process.

Below the project description box, you must add the anticipated start and end dates for the proposed work. The start date should reflect when the proposed work is anticipated to begin, and the end date should reflect when the proposed project is anticipated to be completed, including site stabilization. Please note projects which require in-water works are typically to be carried out between June 1st – September 30th.


Below the project description box, you will be asked if the proposed work is related to a project that is currently under an environmental impact assessment (EIA) review or is being/has been screened for an EIA review. Please choose either “Yes” or “No” using the drop-down box.

Below the project description, you will be asked if the proposed work is occurring in or within 30 metres of a wetland. Please choose either “Yes” or “No” using the drop-down box. If you are unsure if a wetland is present, please click the hyperlink “Wetland Guidelines” below the question for more information.

Click “Next” when the above is complete.

[Continue Application Later](#) | [Cancel Application](#) | [Français](#) | [Contact Us](#) | 

Project Location Site Verification Alterations Upload Documents Confirmation & Payment

View your Location: 

Project Description

Please provide a detailed description of the project. Your description should include the construction methodology, materials to be used, and the purpose of the project. The more information you can provide, the easier it will be for staff to review your proposal. You will also be able to upload more information (e.g. plans, photos, letter of consent, etc.) at a later step in this process.

Anticipated Start Date:


Anticipated End Date:

- Is the proposed work related to a project that is currently under an environmental impact assessment (EIA) review or is being/has been screened for an EIA review? -
- Is work occurring in or within 30 metres of a wetland? -


For more information on wetlands, please visit the [Wetland Guidelines](#) and the Protocol for [Wetland Delineation](#) in New Brunswick.

SELECT ALTERATIONS

A list of possible alterations will appear based on your chosen location. Please select all alterations that pertain to your project. Once completed, click “Next”. **If your activity is not listed or it does not match the description provided**, please click the “Other” option at the end of the list to continue with the application.

[Continue Application Later](#) | [Cancel Application](#) | [Français](#) | [Contact Us](#) | 

Project Location Site Verification Alterations Upload Documents Confirmation & Payment

View your Location: 

Select Alterations

All possible activities are not listed below. If your activity is not listed below or it does not match the description provided, please click the Other option at the end of the list to continue with your application.

- Beaver dam management and removal**
Partial or full removal, during an ice-free period, of a beaver dam which is impounding water, resulting in flooding and damage to infrastructure (e.g. roads, trails, buildings, etc.). Also for the installation/replacement/rehabilitation of water level control devices within the beaver dam, such as levelers, bafflers, etc.
- Boardwalks**
The construction of a boardwalk in a regulated wetland and/or within 30 metres of the edge of a regulated wetland.
- Data Collection Device**
Installation of a data collection device used to gather information for biological assessment and scientific research. Any excavation required for the installation of the device is to be done using hand held equipment only.
- DTI Culvert - only applicable to NB Department of Transportation and Infrastructure**
The maintenance, replacement, and extension of a circular culvert that is 3000 mm or less in diameter, multiple culverts (maximum of two) that are 2120 mm or less each in diameter, or a pipe arch of equivalent end area.
- Geotechnical investigations**
Digging test pits and drilling boreholes for composition and bedrock integrity investigations. Please note: A separate permit is required for the installation of a temporary bridge.
- Removal of man-made obstructions and alterations**
The removal of a structure or debris too large to be removed manually (e.g. bridges, culverts, pipelines, fridge, cars, etc.) in or over a watercourse/regulated wetland, excluding man-made structures designed to impound water.
- Other**

Once your alterations are selected, you will be directed to a new page where you will be asked to answer a series of questions regarding your project. These are not trick questions – they are being asked to ensure that you are filling out the proper application.

The screenshot shows a progress bar at the top with five steps: Project Location, Site Verification, Alterations, Upload Documents, and Confirmation & Payment. The 'Alterations' step is currently active. Below the progress bar, there are links for 'Continue Application Later', 'Cancel Application', 'Français', and 'Contact Us'. The main content area is titled 'Alteration Questions:' and includes a section for 'Clearing of view ways' with two questions, each with a 'No' dropdown menu. At the bottom, there are 'Back' and 'Next' buttons.

Project Location Site Verification Alterations Upload Documents Confirmation & Payment

[Continue Application Later](#) | [Cancel Application](#) | [Français](#) | [Contact Us](#) |

View your Location:

Alteration Questions:

Clearing of view ways

- Do you intend to clear-cut a view way greater than 6 metres wide?
- Is there already a cleared view way or a boat ramp on the property?

In the event that you receive the following message after you have clicked “Next”,


The screenshot shows a message box with a title bar containing several links. The message text states that certain activities cannot be carried out under a provisional permit and will require a standard permit. A list of activities includes 'Water intake structure'. At the bottom, there are 'Back' and 'Next' buttons.

[Home](#) | [About Us](#) | [Contact Us](#) | [Privacy Policy](#) | [Terms of Service](#)

Based on your provided answers, the below activities cannot be carried out under a provisional permit and will require an application for a standard permit. Once the current application is complete, you will have the option to continue these activities under the standard application process:

- Water intake structure

you can still continue with the application. Please click “Next” and you will be brought to the Order Summary page:

[Continue Application Later](#) | [Cancel Application](#) | [Contact Us](#) | [Français](#) | 

[Project Location](#) ✓ | [Site Verification](#) ✓ | [Alterations](#) ✓ | [Upload Documents](#) ✓ | [Confirmation & Payment](#) ○

Order Summary


The following applications are in your cart. You may complete your transaction now, or add additional alterations/sites.

Application Details	Project Location	Activity	Price	Actions
Order Total: \$0.00				
<p>The below activities cannot be carried out under a provisional permit and will require an application for a standard permit. These activities <u>are not</u> currently included in your order. Using the below links you may apply for a standard permit now, or remove an activity from the list. You may also select Next to proceed with your current order and address the below activities at a later time.</p>				
Project Location	Activity	Actions		
Lat: 45.793704 , Lon: -66.114911 PID: 60074739	Temporary bridge	Continue	Remove	

Simply click on “Continue” for the project that you are applying for. This will bring you to the General Questions page, that is described in the next section.

GENERAL QUESTIONS

If the “Other” alteration was chosen, you will be taken to the general questions page. The answers to any previously asked question will be auto-populated. However, you may adjust them if required. You will also be asked if the project is taking place on the side of the bank or channel bed of a watercourse.

View your Location: 

General Questions:

- What is the desired starting date of the alteration?
- What is the anticipated end date of the alteration?
- Is the proposed work related to a project that is currently under an environmental impact assessment (EIA) review or is being/has been screened for an EIA review?
- Is work occurring in or within 30 metres of a wetland?
- Are you proposing work on the side of the bank or the channel bed of a watercourse?

After clicking “Next”, you will have a new page where you can select your alterations.

Select Alterations

All possible activities are not listed below. If your activity is not listed below or it does not match the description provided, please click the Other option at the end of the list to continue with your application.

- Beach
- Beaver dam management and removal
- Biotechnical bank stabilization
- Boardwalks
- Boat ramp
- Breakwater
- Bridge
- By-pass pond
- Causeway
- Channel cleaning
- Channelization
- Clearing of view ways
- Culvert
- Cut-off
- Cutting non-merchantable woody vegetation
- Dam
- Data Collection Device

- Debris removal
- Diversion
- Draining of pond, lake, or wetland
- Dredging
- Dugout pond
- Ferry landing
- Flood protection works
- Floodwater diversion channels
- Ford
- Geotechnical investigations
- Land extension
- Linear development
- Outfall pipes and ditches
- Pipeline and cable crossing / installation
- Removal of man-made obstructions and alterations
- Retaining walls
- Rip-rap - armor stone
- Salmon pool restoration
- Soil disturbance / site preparation
- Stair System, free-standing deck, and support(s) for a removable / seasonal dock
- Subdivision
- Survey site line clearing


Temporary bridge
 Timber harvesting
 Water control structure
 Water intake structure
 Wharf-pier
 Other

Please select all alterations that pertain to your project. Once completed, click “Next”.

Once your alterations are selected, you will be directed to a new page where you will be asked to answer a series of questions regarding your project. These questions are required for the review of your project. Inaccurate information may delay the review of your application.

Please note some questions require you to provide measurements (in metres). If you require assistance in converting the units of measurements for your project, simply click either “Feet to metres” or “Square feet to square metres” and provide the answer in the corresponding box. Once completed click “Next”.

Project Location
 Site Verification
 Alterations
 Upload Documents
 Confirmation & Pay

View your Location: 

Alteration Questions:

Need to convert units?
[Feet to metres](#)
[Square feet to square metres](#)

Soil disturbance / site preparation

- What is the total area to be disturbed for each proposed type of alteration? For example, if proposing to construct a dwelling, add/remove soil (e.g. landscaping), and remove trees outside of the footprint of the dwelling, please specify the proposed area to be disturbed for the dwelling, addition/removal of soil, and for the tree removal. (square metres)
- What is the shortest distance between where each proposed type of alteration is to take place and the shoulder of the bank(s) of the watercourse or the edge of the wetland? (metres)

In addition, please provide:
 1) A fully dimensioned sketch of the project; this must include all landscaping plans if applicable
 2) Photographs showing the proposed project area

This information can be uploaded at the following step of this application process.

SUPPORTING DOCUMENTATION

This section allows you to upload any supporting documents regarding the proposed project. Information to upload can include:

- A fully dimensioned drawing/sketch which includes all project activities
- Photographs of the project location(s)
- Letter of consent (if required)

Note: The maximum size for each attachment is 8MB.

Continue Application Later | Cancel Application | Contact Us | Français | 🛒

Project Location ✓ Site Verification ✓ Alterations ✓ Upload Documents ○ Confirmation & Payment ○

Supporting Documentation

Please upload and label any supporting documents regarding the proposed project and existing site conditions/information. Information to upload must include:

- Drawings/Sketches (fully dimensioned)
- Photos of the project area
- Letter of consent from the property owner (required if (a) you are not the legal owner of the property on which the project is to take place or (b) you are submitting the application on behalf of the landowner)

NOTE: Failure to provide applicable supporting documents may result in an incomplete application which will be placed on hold and consequently delaying the review period. The Department may request further information upon review.

Maximum size of 8 MB per attachment

File Name	Created Date	Action
-----------	--------------	--------

Upload

Choose File | No file chosen

Back Next

ORDER SUMMARY


An order summary will be provided based on your project location and chosen activities.

- If your project falls under a Standard Permit, you will be charged an initial fee of \$25. If there are more than one alteration, it will be \$20 for each alteration (up to a maximum of \$200).
- If your project can be completed under a Provisional Permit, you will be charged an initial fee of \$10, plus an additional fee of \$10 for each alteration.

Please review that all information is correct before proceeding.

If paying online, you will be redirected to the payment hub hosted by Service New Brunswick (same used for renewal vehicle registration). You will be able to pay by credit card or debit (depending on your bank).

If you have additional project locations for the same applicant, you may do so by clicking “Add Another Site”. You will be redirected back to the Project Location page to begin the process for the new site. This function is only applicable for Standard Permit Applications.

[Continue Application Later](#) | [Cancel Application](#) | [Contact Us](#) | [Français](#) |  (1)

Project Location Site Verification Alterations Upload Documents Confirmation & Payment


Order Summary

The following applications are in your cart. You may complete your transaction now, or add additional alterations/sites.

Application Details	Project Location	Activity	Price	Actions
Standard Permit Application Add Another Site Print copy of application	Lat: _____ Lon: _____ PID: _____	Water intake structure	\$25.00	Edit Remove

Order Total: \$25.00

Note: You can also print a copy of your application by clicking “Print copy of application”.



Environment and Local Government
Watercourse and Wetland Alteration Applications

Copy of application

Application Confirmation Number: N/A, please see your payment receipt after paying for the application.

Applicant Information:
 Client Name: Joe Smith
 Permit Language Preference: English
 Client Phone: 506 555-5555
 Client Email:
 Client Address:
 LINE 1/PLACE - 1 application lane, Halifax
 PROVINCE - Nova Scotia
 POSTAL/ZIP - E1E1E1
 COUNTRY - Canada
 Contact Name:
 Contact Phone: ext:
 Contact Alt Phone: ext:
 Contact Email:

Account Holder Info:
 Account username: tarrac
 Full Name:
 Phone:
 Email:

Supporting Documents:
 None provided

Project Description:
 JO8

LOCATION INFORMATION:
 Lat: 45.927281 Lon: -66.730922
 PID: 75848352
 UTM Northing: 5088472 Easting: 675929 Zone: 19
 NTS Map: 21G15
 ENV Region: Region 5
 DNR Region: Region 3
 Parish: Kingsclear
 County: York

Activities at this Location:
 Clearing of view ways

Site Verification Questions
 Is any portion of the project taking place in a Provincially Significant Wetland?
 No
 Is any portion of the project taking place within 30 metres of the edge of a Provincially Significant Wetland?
 No
 Is any portion of the project taking place in a wetland depicted on the mapping?
 No
 Is any portion of the project taking place in or within 30 metres of a tidal watercourse (as indicated on the mapping)?
 No

General Questions
 Is the proposed work related to a project that is currently under an environmental impact assessment (EIA) review or is being/has been screened for an EIA review?
 No

Activity Questions
 Clearing of view ways
 Do you intend to clear-cut a view way greater than 6 metres wide?
 No
 Is there already a cleared view way or a boat ramp on the property?
 No

APPLICANT INFORMATION/PROJECT CONTACT INFORMATION

Please fill out the Applicant Information boxes with your contact information.

If the contact for the project is different than the applicant, then you will need to fill out the Project Contact Information.

Applicant Information:

To submit an application on behalf of a different applicant, edit the details below with the new applicant's information

Company Name
 Individual Applicant:

First Name: Last Name:
 Email Address:
 Primary Phone Number: ()
 Permit Language:

Country:
 Mailing Address:
 Province:
 City/Place:
 Postal Code:

Project Contact Information (if different than above):

First Name: Last Name:
 Email Address:
 Primary Phone Number: () Ext:
 Alternate Phone Number: () Ext:

Cancel Save

Note: If you are a contractor/company applying for on behalf of a client, fill out the Applicant Information section with your client’s information, and add yourself as the contact.

APPLICANT INFORMATION VERIFICATION

The next screen will prompt you to verify that the information you entered is correct. Once you have verified that the information is correct, click “Next”. If you need to made changes, click “Edit”.

[Français](#) | [Contact Us](#) | [Logout](#)

Verify your Applicant Information:

Company Name Not applicable	Mailing Address 1 application lane
Individual Applicant Joe Smith	City/Place Fredericton
Email Address	Province New Brunswick
Primary Phone Number 506 555-5555	Postal Code E1E 1E1

Verify Your Project Contact Information

Your applicant information is also being used as the primary project contact

Edit Next

DECLARATION OF APPLICANT

After your selection for sharing (or not sharing) your contact information with other regulatory entities for review purpose only, click “Submit and Pay Now” or “Submit and Pay at the Office”.

[Continue Application Later](#) | [Cancel Application](#) | [Contact Us](#) | [Français](#) | (1)

Project Location Site Verification Alterations Upload Documents Confirmation & Payment

Declaration of Applicant

I certify that the information provided in this application is correct.

Under the *Right to Information and Protection of Privacy Act*, the contact information consisting of your name, address, email address, or telephone number included in this application is considered personal information. All other information in your application is non-personal and is open to public inspection pursuant to sections 36 and 37 of the *Clean Water Act*. In order to assist in the Minister's decision to issue a permit, the information provided on your application, including your personal contact information, may be shared with other government entities that have regulatory requirements impacted by the project. These can include Fisheries and Oceans Canada (*Fisheries Act*), the New Brunswick Department of Natural Resources and Energy Development (*Crown Lands and Forest Act, Lands Administration Regulation, and Species at Risk Act*), municipalities or regional service commissions (local by-laws and planning under the *Community Planning Act* and *Regional Service Delivery Act*).

In making this application, **you consent** to the sharing of your contact information (personal information) with these entities and accept that these entities may contact you for additional information as required.

In making this application, **you do not consent** to the sharing of your contact information (personal information) with these entities. All other information provided on the application (other than your contact information) may be shared with these entities. If more information is required for their review, these entities will contact the Department directly and the information requested will be handled solely from the Department. Please be advised that this option will cause delays in the review process.

Permit applications are processed in a timely fashion (incomplete applications/missing information may/will result in delayed processing). Departmental staff will be in contact with you if additional information is required for the review of your application. **You must not start work until a valid permit has been issued.**

ORDER CONFIRMATION

Your application has been successfully submitted. You can print this page for your records.

[Continue Application Later](#) | [Cancel Application](#) | [Contact Us](#) | [Français](#) |

Project Location Site Verification Alterations Upload Documents Confirmation & Payment

Order Confirmation

Your application has been successfully submitted. You can print this page for your records. Permit applications are processed in a timely fashion (incomplete applications/missing information may/will result in delayed processing). Departmental staff will be in contact with you if additional information is required for the review of your application. **You must not start work until a valid permit has been issued.**

Your reference number is: **27629**

Application Details	Project Location	Activity	Price
Standard Permit Application Print copy of application		Soil disturbance / site preparation	\$25.00

Order Total: \$25.00

Note: Permit applications are processed in a timely fashion (incomplete applications/missing information will result in delaying the review). Departmental staff will be in contact with you if additional information is required for the review of your application. **Work shall not occur until a valid permit has been issued.**

Please take note your five-digit reference number

- This number will be required should you contact the Department with questions/concerns. Your reference number can also be used to check the status of your application at the following link:

<https://www.elgegl.gnb.ca/WAWAG/en/Home/PermitStatus?appId=0>

INQUIRIES

If you require assistance or clarification during the application process, or require further information regarding the Watercourse and Wetland Alteration Program, please contact the Source and Surface Water Management Branch of the Department of Environment and Local Government at wawa@gnb.ca or 506-457-4850.