



# Fisheries and Oceans Canada

## Project Review Information Requirements for Works Affecting Fish Habitat

The information Proponents provide on this form is generally the minimum necessary for Fisheries and Oceans Canada to evaluate compliance with the Federal Fisheries Act.

**1. Proponent:** \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 Postal code: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**2. Project title:** \_\_\_\_\_

**3. Location of works:**  
 Regional district/ land use authority: \_\_\_\_\_  
 City/ municipality: \_\_\_\_\_  
 Street address of pertinent property: \_\_\_\_\_  
 Complete legal description of all lands affected by changes: \_\_\_\_\_  
 \_\_\_\_\_  
 Watercourse name: \_\_\_\_\_  
 Location on watercourse: \_\_\_\_\_  
 What watercourse/ waterbody does it flow into? \_\_\_\_\_

**4. Agent(s) name:** \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 Postal code: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**5. Environmental Monitor:** \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 Postal code: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**6. Proposed timing:**

Start (day/month/year): \_\_\_\_\_

Finish (day/month/year): \_\_\_\_\_

**7. Notification to Ministry of Water Land and Air Protection (MWLAP):**

Has MWLAP been notified of the proposed works?  Yes  No

Other Ministry or Agency (specify) \_\_\_\_\_

**8. Tenure to land:**

Registered owner

Lessee

Other (specify) \_\_\_\_\_

**9. Restrictive covenant on property?**

Yes

No

**The following information should be prepared by qualified professionals and must be attached for review of the project:**

**10. Written rationale for the proposed works, including:**

- Confirmation that the proposed works are necessary and that no alternatives exist that would reduce or eliminate potential impacts to fish and fish habitat.
- Confirmation that the works are permitted under local by-laws, zoning, etc.

**11. Description of proposed activities, including:**

- Detailed description of proposed works including how works are to be carried out and what machinery will be used.
- Clearly marked and detailed drawings of the proposed works (to scale).
- Detailed description of all materials to be used. Note the placement of materials and/or structures in and around watercourses must be consistent with DFO regulations, standards, policies and guidelines.

**12. Description of existing fish and fish habitat, including:**

- Fish presence and distribution.
- Fish habitat assessment (instream and riparian).
- Hydrological information.

**13. Fish habitat impact assessment, including:**

- Potential impacts to fish and fish habitat.
- Identification of the nature, magnitude, duration (permanent and temporary) and location of impacts.

**14. Mitigation proposed, including:**

- A description of all actions, including contingency plan(s), that will be taken to avoid, reduce or eliminate the impacts outlined above.
- Sediment, runoff and erosion control plans, which emphasize minimizing disturbances and source control.
- Vegetation disturbance replacement/ remediation plan.

**15. Habitat compensation plans** (if the project is likely to cause the harmful alteration, disruption or destruction (HADD) of fish habitat)

- Fish habitat compensation plan must be consistent with *The Department of Fisheries and Oceans Policy for the Management of Fish Habitat* (1986) and *A Decision Framework for the Determination and Authorization of Harmful Alteration, Disruption or Destruction (HADD) of Fish Habitat* (1998).
- Written approval from all affected landowners.
- Area based habitat balance (i.e. impacted vs. compensatory habitat, sufficient to demonstrate no net loss of productive capacity).
- Itemized cost of compensation (including construction, planting and monitoring (during and post-construction)).

**16. Maps**

- Small scale overview location map (approx. 1:20,000)
- Detailed large scale map(s) of the site (1:500 or larger) indicating:
  - Location of proposed works in relation to all watercourses within the property.
  - Location of any designated parks, environmentally sensitive areas, restrictive covenant areas, etc.
  - Location of major streets.
  - Delineation of proposed riparian vegetation removal and instream work areas.

**17. Photographs**

- Detailed photographs of the site, taken from a variety of perspectives, appropriately marked to clearly display:
  - The proposed work area including any riparian vegetation and instream areas to be disturbed.
  - The proposed area of compensation for habitat losses associated with the proposed works.

***It is understood that the completion of this form does not constitute approval or authorization under the Federal Fisheries Act.***

Signed: \_\_\_\_\_  
(Proponent/ Agent)

Date: \_\_\_\_\_

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**Note:** • **Please complete each section. All incomplete submissions will be returned unprocessed.**

- **Policy and guideline documents are available on line at:**  
[http://www-heb.pac.dfo-mpo.gc.ca/publications/publications\\_e.htm](http://www-heb.pac.dfo-mpo.gc.ca/publications/publications_e.htm); and,  
[http://www.dfo-mpo.gc.ca/canwaters-eauxcan/infocentre/index\\_e.asp](http://www.dfo-mpo.gc.ca/canwaters-eauxcan/infocentre/index_e.asp)

**Project Review Information Requirements should be submitted to:**

Fisheries and Oceans Canada  
Habitat Management

Refer to the Environmental Factsheet entitled *Agency Contacts for Environmental Issues* –  
No. 19 in Series - Drainage Management Guide For the Local Field Office in your area.