

Land and Water Boards of the Mackenzie Valley



Guide to the Land Use Permitting Process

Mackenzie Valley Land and Water Board

Gwich'in Land and Water Board

Sahtu Land and Water Board

Wek'èezhìi Land and Water Board

August 30, 2021

Revision History Table

Date	Section	Revision
August 30, 2021	General	<ul style="list-style-type: none"> Updated terminology Updated references to new and updated LWB guidance documents Corrected typographical errors
	3 – Applying for a New Land Use Permit	<ul style="list-style-type: none"> Clarified that one application should be submitted for all project activities.
	3.2 – Completing the Land Use Permit Application Form	Updates to reflect administrative updates to the Application Form (revised August 2021): <ul style="list-style-type: none"> Inclusion of company/organization name in contact information Addition of check-box option if contractor information is unavailable Addition of new field for preliminary screening exemption rationale Replaced reference to legislation with reference to Guide for fee information
	3.2 – Completing the Land Use Permit Application Form	Clarifications to requirements: <ul style="list-style-type: none"> Applicant identified should be the person/company that will be licensee Provide full legal name for applicant Include traditional place name for project location For off-site waste disposal, include all disposal location options Community government security exemption is for municipal projects
	3.2, Item 17 – Impact-Mitigation Table 4.2 – Preliminary Screening 6.2 – Renewals	<ul style="list-style-type: none"> Updated to reflect new field in the Application Form for preliminary screening exemption rationale. Clarified requirements regarding Impact-Mitigation Table if the project is expected to be exempt (partially or wholly).
	4.2 – Preliminary Screening	Clarified that applicant is responsible for ensuring all project activities are included in the application.
	6.3 – Assignments and Name Changes	Updated to reflect revised Assignment Application Form (as released in December 2020, with administrative updates in August 2021): <ul style="list-style-type: none"> Include traditional place name on Assignment Application Form Requirement for evidence of transfer of interests or access rights/permissions Requirement for closure cost estimate Ability to include multiple permits on one Assignment Application Form
	6.5 – Storage Authorizations	Updated to reflect revised Storage Authorization Application Form (as released in February 2021, with administrative updates in August 2021): <ul style="list-style-type: none"> Include traditional place name on Application Form Clarified requirement for Engagement Record
	6.5 – Storage Authorizations	Clarified closure and reclamation, final clearance, and obligations with an active storage authorization in place
Sept. 16, 2020	New Guide	Complete replacement of 2011 <i>Guide to the Land Use Permitting Process</i> .

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Definitions and Acronyms

TERM	DEFINITION
AANDC	Aboriginal Affairs and Northern Development Canada (now CIRNAC)
applicant	A person who has filed an application with the Board.
application	Any application for or in relation to a land use permit or water licence submitted in accordance with the <i>Mackenzie Valley Resource Management Act</i> (MVRMA), the <i>Waters Act</i> , or their regulations, and includes a request for a Board ruling, a plan approval, or any step required to advance a Board proceeding.
Boards (LWBs)	<p>The Land and Water Boards of the Mackenzie Valley, as mandated by the MVRMA.</p> <ul style="list-style-type: none"> Part 3 of the MVRMA establishes regional land and water boards with the power to regulate the use of land and water, and the deposit of waste, including the issuance of land use permits and water licences, so as to provide for the conservation, development, and utilization of land and water resources in a manner that will ensure the optimum benefit to the residents of the management area and of the Mackenzie Valley and to all Canadians. Part 4 of the MVRMA establishes the Mackenzie Valley Land and Water Board (MVLWB). Regional Land and Water Boards have been established in the Gwich'in, Sahtu, and Wek'èezhìi management areas and now form Regional Panels of the MVLWB.
CIRNAC	Crown-Indigenous Relations and Northern Affairs Canada (formerly AANDC/INAC)
complete application	An application that has been deemed to contain the appropriate amount and type of information necessary to be considered by a Board (see section 3 for more details).
closure cost estimate	An estimate of the cost to close and reclaim a project.
CR	Conformity Requirement (Land Use Plans)
EA	environmental assessment
EIR	environmental impact review
GNWT	Government of the Northwest Territories
GLWB	Gwich'in Land and Water Board
INAC	Indigenous and Northern Affairs Canada/Indian and Northern Affairs Canada (now CIRNAC)
Indigenous government/organization	An Aboriginal organization representing a First Nation (as defined in section 2 of the MVRMA), Metis or Inuit organization, the Tłı̄chų First Nation, the Tłı̄chų Government, or the Délı̄nə Got'ine Government
landowner	In respect of settlement lands, Tłı̄chų lands, Délı̄nə lands, or other private lands, the title holder; and in respect of any other lands, the minister of the Crown or the Commissioner of the Northwest Territories, as the case may be, who has administration and control of the lands. ¹

¹ As defined in section 1 of the [MVLUR](#). The LWBs acknowledge that the general understanding of this term does not reflect the

local government	Any local government established under the laws of the Northwest Territories, including a city, town, village, hamlet, charter community, settlement or government of a Tłıchǫ community, whether incorporated or not, and includes the territorial government in the case where it is acting in the place of that local government in accordance with those laws. It also includes the Délı̨nę Got'ı̨nę Government in the case where it is exercising the jurisdiction and authority set out in 9.1 of the Délı̨nę Agreement. ²
land use permit	An authorization required for an activity set out in sections 4 and 5 of the Mackenzie Valley Land Use Regulations, or a land use permit (Type C) required by Tłıchǫ law for use of Tłıchǫ lands, or by a Délı̨nę law for use of Délı̨nę lands, respectively, for which a Type A or Type B land use permit is not required.
LUPB	Land Use Planning Board
Mackenzie Valley	That part of the Northwest Territories bounded on the south by the 60 th parallel of latitude, on the west by the Yukon Territory, on the north by the Inuvialuit Settlement Region as defined in the Agreement given effect by the <i>Western Arctic (Inuvialuit) Claims Settlement Act</i> , and on the east by the Nunavut Settlement Area as defined in the <i>Nunavut Land Claims Agreement Act</i> , but not including Wood Buffalo National Park.
Minister	The Minister of Lands (non-federal areas) or the Minister of Northern Affairs (federal areas), as the case may be.
MVLUR	Mackenzie Valley Land Use Regulations
MVLWB	Mackenzie Valley Land and Water Board
MVRMA	<i>Mackenzie Valley Resource Management Act</i>
NWT	Northwest Territories
ORS	Online Review System
permittee	A person who holds a land use permit issued by a Board.
project	Any activity that requires a water licence or land use permit.
Review Board	Mackenzie Valley Environmental Impact Review Board
road	(a) The area bounded by lines parallel to, and 30 m on either side of, the centre line of a highway established by an order of the Commissioner made pursuant to the Northwest Territories <i>Public Highways Act</i> or any other instrument; (b) a place, bridge, or other structure that the public is ordinarily entitled or permitted to use for the passage of vehicles during any part of the year; or (c) a sidewalk, pathway, ditch, shoulder, or parking area adjacent to an area referred to in paragraph (a) or to a place, bridge or other structure referred to in paragraph (b). ³
security deposit	Funds held by the appropriate authority (the GNWT, CIRNAC, or other landowner) that can be used in the case of abandonment of a project to reclaim the site, or carry out any ongoing measures that may remain to be taken after the abandonment of the project.

various land management structures across the Mackenzie Valley; however, the legislated definition of 'landowner' includes both landowners and land administrators, so this term is used in this Guide for consistency with the legislation.

² As defined in section 2 of the [MVRMA](#).

³ As defined in section 1 of the [MVLUR](#).

SLWB	Sahtu Land and Water Board
Traditional (environmental) Knowledge (TEK/TK)	A cumulative, collective body of knowledge, experience, and values built up by a group of people through generations of living in close contact with nature. Builds upon the historic experiences of a people and adapts to social, economic, environmental, spiritual, and political change. ⁴
water licence	An authorization required as per Columns III and IV of Schedules D to H of the Waters Regulations (for non-federal areas) and Columns III and IV of Schedules IV to VIII of the Mackenzie Valley Federal Areas Waters Regulations (for federal areas).
WLWB	Wek'èezhìi Land and Water Board

⁴ Individual organizations may have specific practices and protocols in place guiding use of traditional knowledge.

1.0 Introduction

The Land and Water Boards (the LWBs or Boards) of the Mackenzie Valley regulate the use of land through the issuance of land use permits in accordance with the [Mackenzie Valley Resource Management Act](#) (MVRMA) and the [Mackenzie Valley Land Use Regulations](#) (MVLUR).

1.1 Purpose

This Guide outlines:

- When land use permits are required;
- How to complete a land use permit application form;
- What submissions are required with an application package;
- Steps and time frames in the permitting process; and
- Other types of land use permit applications and submissions.

The purpose of this Guide is to promote:

- Efficiency – Simplify the land use permitting process for applicants by providing clear instructions and expectations;
- Certainty – Ensure applicants understand the required information, level of effort, and timeframes associated with land use permitting, prior to and during the process;
- Consistency – Ensure expectations and Board practices are consistent throughout the Mackenzie Valley, unless there are regional differences (e.g., there is a land use plan for the area); and
- Transparency – Ensure that all parties involved in the land use permitting process have enough information to participate in a meaningful way.

The MVRMA and MVLUR are the authority in any case where there is a conflict or inconsistency between this Guide and the legislation. Additionally, links to various other relevant references are provided in this Guide to assist readers; however, these references may be subject to revisions following the publication of this Guide. Applicants and other readers should always ensure they are using the most recent versions of any references (e.g., legislation, guidelines, policies, land use plans, etc.).

1.2 Authority

Sections 65, 102, and 106 of the MVRMA grant the Board the authority to develop and implement guidelines.

1.3 How This Guide Was Developed

This Guide was first published in 2013. The Application Processes Working Group, one of the Standard Procedures and Consistency Working Groups established by the LWBs in 2008, initially developed this document.

In 2015, under the Areas of Operation Initiative, the LWBs formed several teams to work on issues

identified as priorities related to various areas of operations. One of the teams established at this time, was tasked with updating this Guide, which was distributed for public review on August 1, 2019, with comments due by September 19, 2019.

At the same time, the Water Licensing Team developed the MVLWB [Guide to the Water Licensing Process](#). During the development of both of these Guides, the Teams compared the practices of the Sahtu, Gwich'in, Wek'èezhii, and Mackenzie Valley Land and Water Boards, and developed consistent practices on many issues, which are reflected in the Guides.

1.4 Application of this Guide

Once finalized, this document will be applied by the following LWBs to all projects that require a land use permit (see [section 2.1](#)):

- Mackenzie Valley Land and Water Board (MVLWB)
- Gwich'in Land and Water Board (GLWB)
- Sahtu Land and Water Board (SLWB)
- Wek'èezhii Land and Water Board (WLWB)

1.5 Monitoring and Performance Measurement for this Guide

Mechanisms will be required to monitor and measure performance and to evaluate the effectiveness of this Guide. In accordance with the principles of a management systems approach (e.g., plan-do-check-act), the LWBs will develop a performance measurement framework. This Guide will be reviewed and amended as necessary within that framework. The framework will also describe how affected parties, industry, and government will be involved in the review process.

2.0 When is a Land Use Permit Required?

The [MVLUR](#) set out the land use activities that require a land use permit outside and inside the boundaries of a local government. In general, the types of activities that may require a land use permit include:

- Using explosives;
- Using heavy vehicles and machinery;
- Storing large quantities of fuel;
- Moving earth or clearing land;
- Building and maintaining lines, trails, and rights-of-way;⁵
- Establishing campsites outside of territorial parks; and
- Constructing buildings.

The scope, magnitude, and location (within or outside local government boundaries) of the activities will determine whether a permit is required, and whether the permit will be Type A or B. More detail is provided in the tables in section 2.1 below, which summarize the specific land use permit criteria set out in sections 4 and 5 of the [MVLUR](#). The land use permit criteria also apply in territorial parks and protected areas.⁶ The GNWT's [ATLAS Map](#) can be used to determine whether the proposed project location is within local government boundaries, territorial parks, or protected areas. Applicants can also contact Land and Water Board (LWB) staff for assistance in determining whether a land use permit is required (see [Appendix A](#) for contact information).

If a proposed project is located on Tłıchǵo or Dǫlǵıǵ lands but does not require a Type A or B permit, the potential applicant must contact the Tłıchǵo Government or the Dǫlǵıǵ Got'ıǵıǵ Government, respectively, to determine whether a Type C permit might be required (see [Appendix B](#) for contact information).

If a proposed project will be taking place in both non-federal and federal areas, only one permit is required because the [MVLUR](#) regulate the use of both non-federal and federal lands in the Mackenzie Valley.⁷ In general, the land use permitting process is the same for these types of projects; however, the permit may have conditions that are specific to each area (e.g., security).⁸

In all cases, potential applicants should consider whether a water licence application is also required. For more information about when a water licence is required, please see the MVLWB [Guide to the Water Licensing Process](#).

⁵ Roads are not included in this list, because roads that meet the definition set out in the [MVLUR](#) do not require a permit (see [Definitions and Acronyms](#) section); however, construction of roads that do not meet this definition may require a permit. Applicants should contact LWB staff for assistance in determining whether a permit is required.

⁶ Not all activities set out in sections 4 and 5 of the [MVLUR](#) are allowed under the [Territorial Parks Act](#) and the [Protected Areas Act](#). Applicants are encouraged to contact the GNWT to discuss proposed projects located in territorial parks or protected areas.

⁷ For non-federal areas, GNWT-Lands has been delegated certain powers, duties, and functions under the [MVRMA](#) through the [Delegation Instrument](#) with respect to securities and the designation of Inspectors for permits.

⁸ See MVLWB [Reference Bulletin: Split-Interest Projects](#).

Applicants should note that water licences and land use permits issued by the LWBs do not, in most cases, grant the licensee or permittee the legal right to access, occupy, or possess the land. **Applicants must contact the appropriate landowner to obtain permission/authorization to access the lands (see [Appendix B](#) for contact information for landowners).**

2.2 Activities That Require a Land Use Permit

As set out in sections 4 and 5 of the [MVLUR](#), on land **outside** the boundaries of a local government, a Type A or B land use permit is required for the activities listed in Table 1.

Table 1: Activities that Require a Land Use Permit Outside Local Government Boundaries				
Activity	Type A Land Use Permit	MVLUR Reference	Type B Land Use Permit	MVLUR Reference
Explosives	Use of a quantity equal to or exceeding 150 kg in any 30-day period	4(a)(i)	Use of a quantity equal to or exceeding 50 kg, but less than 150 kg, in any 30-day period	5(a)(i)
Use of vehicles or machines	Use of a vehicle or machine of a weight equal to or exceeding 10 tonnes, other than on a road or on a community landfill, quarry site, or airport	4(a)(ii)	Use of a vehicle the net weight of which equals or exceeds 5 tonnes but is less than 10 tonnes, or the use of a vehicle of any weight that exerts a pressure on the ground equal to or exceeding 35 kPa, other than on a road or within a community landfill, quarry site, or airport	5(a)(ii)
Machinery	Use of a self-propelled, power-driven machine for moving earth or clearing land	4(a)(iv)	-	-
Machinery	Use of a stationary, power-driven machine, other than a power saw, for hydraulic prospecting, earth moving, or land clearing	4(b)(iv)	-	-
Drilling	Use of power-driven, earth-drilling machinery the operating weight of which, excluding the weight of drill rods, stems, bits, pumps, and other ancillary equipment, equals or exceeds 2.5 tonnes	4(b)(i)	Use of power-driven, earth-drilling machinery the operating weight of which, excluding the weight of drill rods, stems, bits, pumps, and other ancillary equipment, equals or exceeds 500 kg but is less than 2.5 tonnes	5(b)(i)

Table 1: Activities that Require a Land Use Permit Outside Local Government Boundaries				
Activity	Type A Land Use Permit	MVLUR Reference	Type B Land Use Permit	MVLUR Reference
Storage of fuel ⁹ (single container)	Use of a single container for the storage of petroleum fuel that has a capacity equal to or exceeding 4,000 litres	4(a)(iii)	Use of a single container for the storage of petroleum fuel that has a capacity that equals or exceeds 2,000 litres but less than 4,000 litres	5(a)(iv)
Storage of fuel (facility)	Establishment of a petroleum fuel storage facility with a capacity equal to or exceeding 80,000 litres	4(b)(iii)	Establishment of a petroleum fuel storage facility with a capacity equal to or exceeding 4,000 litres but less than 80,000 litres	5(b)(iii)
Lines, trails, or rights-of-ways	Leveling, grading, clearing, cutting, or snowplowing of a line, trail or right-of-way (other than a road or existing access trail to a building) that exceeds 1.5 metres in width and 4 hectares, for a purpose other than the grooming of recreational trails	4(a)(v)	Leveling, grading, clearing, cutting or snowplowing of any line, trail or right-of-way (other than a road or existing access trail to a building) that exceeds 1.5 metres in width but does not exceed 4 hectares, for a purpose other than the grooming of recreational trails	5(a)(v)
Campsites	Use of a campsite outside of a territorial park for a duration of or exceeding 400 person-days	4(b)(ii)	Use of a campsite outside of a territorial park for a duration of or exceeding 200 person-days but less than 400 person-days	5(b)(ii)
Buildings	-	-	Construction of a building with a footprint of more than 100 m ² and a height of more than 5 metres	5(a)(iv)

⁹ As per section 7 of the [MVLUR](#), any person establishing a fuel cache between 410 litres and 4,000 litres must provide written notice to the Board within 30 days. The notice must include the location, amount and type of fuel, the size of the containers, the method of storage, and the proposed date for removal of the fuel cache.

As set out in sections 4 and 5 of the [MVLUR](#), on land **within** the boundaries of a local government, a Type A or B land use permit is required for the activities listed in Table 2.

Table 2: Activities that Require a Land Use Permit within Local Government Boundaries				
Activity	Type A Land Use Permit	MVLUR Reference	Type B Land Use Permit	MVLUR Reference
Machinery	Use of a stationary, power-driven machine, other than a power saw, for hydraulic prospecting, earth moving, or land clearing	4(b)(iv)	-	-
Drilling	Use of power-driven, earth-drilling machinery the operating weight of which, excluding the weight of drill rods, stems, bits, pumps, and other ancillary equipment, equals or exceeds 2.5 tonnes, for a purpose other than the drilling of holes for building piles or utility poles or the setting of explosives within the boundaries of the local government	4(b)(i)	Use of power-driven, earth-drilling machinery the operating weight of which, excluding the weight of drill rods, stems, bits, pumps, and other ancillary equipment, equals or exceeds 500 kg but is less than 2.5 tonnes, for a purpose other than the drilling of holes for building piles or utility poles or the setting of explosives within the boundaries of the local government	5(b)(i)
Storage of fuel (facility)	Establishment of a petroleum fuel storage facility with a capacity equal to or exceeding 80,000 litres	4(b)(iii)	-	-
Campsites	Use of a campsite outside of a territorial park for a duration of or exceeding 400 person-days	4(b)(ii)	Use of a campsite outside of a territorial park for a duration of or exceeding 200 person-days but less than 400 person-days	5(b)(ii)

2.3 Activities That Do Not Require a Land Use Permit

A land use permit is not required for:

- Activities in national parks and national historic sites administered by Parks Canada;¹⁰ or
- The use of previously cleared land, now authorized for grazing or for agricultural purposes, after its initial clearing.¹¹

Also, a land use permit is not required for the following activities (unless these activities require the use of equipment or material listed above under [section 2.1](#)):¹²

- Harvesting and the construction and occupation of cabins and camps for the purpose of harvesting, as defined in the *Tłı̨chʔ Land Claims and Self-Government Agreement*, the *Sahtu Dene and Métis Comprehensive Land Claim Agreement*, and the *Gwich'in Comprehensive Land Claim Agreement*;
- Hunting, trapping, or fishing; or
- Anything done in the course of prospecting, staking, or locating a mineral claim.

Where an emergency threatens life, property, or the environment, a person may carry out any land use operation as necessary to cope with the emergency.¹³

¹⁰ Please contact Parks Canada to determine whether other authorization(s) might be required.

¹¹ See subsection 2(2) of the [MVLUR](#).

¹² See subsection 2(3) of the [MVLUR](#).

¹³ See section 17 of the [MVLUR](#).

3.0 Applying for a New Land Use Permit

This section of the Guide provides detailed information about how to complete the Land Use Permit Application Form (the Application Form), and what submissions are typically required along with the Application Form to make a complete application package. [Section 3.1](#) details information that applicants will need to prepare and gather prior to submitting an application package. [Section 3.2](#) provides step-by-step guidance on completing the Application Form, including information about additional documents that may be required to complete the application package. [Section 3.3](#) summarizes the application package requirements in a table that can be used as an application checklist.

The amount of information that the LWBs require in an application package **depends on the size, scale, and nature of the project being proposed**. Typically, a Type A permit application has more extensive information requirements than a Type B permit application, especially if the project also requires a water licence. For example, an applicant that wants to build a mine in a sensitive area is expected to provide more information than an applicant who wants to quarry in an area that has already been impacted. The LWBs also typically require more detail in a post-environmental assessment (EA) or environmental impact review (EIR) information package than in an initial application package. For larger projects or projects that have undergone an EA or EIR, the Board may provide the applicant with an information request, listing specific information requirements. Regardless, the LWBs may request more information for any permit application in order to complete a preliminary screening of the project and/or to set the term and conditions for the permit.

If the applicant is applying for both a licence and a permit, the applicant must fill out both application forms; however, where identical attachments are required, such as a Waste Management Plan, the applicant can submit one document for both application packages.

The LWBs will only process applications that are complete, so all required information must be submitted. Note that if the proposed project requires a permit, the applicant must describe all project activities, including those that are below permitting thresholds – the preliminary screening will include all project activities (unless exempt – see [section 4.2](#) for more information), and the permit will be developed for the project as whole, not only for the activities that exceed permitting criteria. Accordingly, applicants should generally only submit one permit application to cover all project activities. The LWBs recommend that all potential applicants contact LWB staff while developing their application or post-EA/EIR information package (see [Appendix A](#) for contact information). LWB staff are available to provide guidance, which supports a more efficient regulatory process.

3.1 Pre-Application Information

For a project that requires a permit (see [section 2](#) to determine whether a permit is required), the applicant should complete the following prior to submitting an application to the Board:

- Contact LWB staff (see [Appendix A](#) for contact information);
- Conduct engagement and prepare an Engagement Record and Engagement Plan in accordance with

the MVLWB [Engagement and Consultation Policy](#) and [Engagement Guidelines for Applicants and Holders of Water Licences and Land Use Permits](#). Engagement should be initiated well in advance of the submission of an application to allow affected parties sufficient time to review the information and discuss it with the applicant. This Plan and Record must be submitted as an attachment to the Application Form;

- When conducting engagement, contact GNWT-Lands (non-federal areas) or CIRNAC (federal areas) for assistance in notifying lease holders in the area (note that lease-holder information is not publicly available);
- If applicable, obtain a Certificate of Registration from GNWT Corporate Registries (required for companies);
- Obtain or renew permission from the landowner, if necessary (e.g., obtain mineral exploration rights, quarry permits, timber permits, licences of occupation, leases, etc., and/or right of access);
- Contact Indigenous governments/organizations, federal and territorial governments, and other parties to determine what other authorizations may be necessary to proceed with the project (see [Appendix C](#));
- If applicable, contact the Land Use Planning Board (LUPB) or the Tłı̨chǫ Government to discuss conformity of the project with the relevant land use plan;
- Develop a closure cost estimate to understand how much security might be required;
- If proposing disposal of waste off-site within the NWT (including at municipal facilities), obtain written confirmation from the facility/facilities, stating that they will accept the waste;
- Contact GNWT-Environment and Natural Resources for guidance on whether a Wildlife Management and Monitoring Plan may be required;
- Contact the Prince of Wales Northern Heritage Centre (PWNHC) to obtain relevant archaeological site data and identify archaeological site assessment needs. Please refer to the PWNHC's [Guidelines for Developers for the Protection of Archaeological Sites in the Northwest Territories](#). In some cases, the requirement for an archaeological impact assessment may be included in permit conditions, so it is important that applicants are aware of the PWNHC's guidelines; and
- Gather and prepare any other information needed to support the application.

3.2 Completing the Land Use Permit Application Form

The Application Form and related resources can be found on each Board's website on the Apply for Permit/Licence page.¹⁴ All applications must include a completed Application Form; additional pages or supporting documents should be attached to the Application Form where required to provide all of the information necessary for a complete application package. [Section 3.3](#) describes the LWBs' expectations regarding supporting documents. When preparing an application package, please refer to the MVLWB [Document Submission Standards](#) and [Standard Outline for Management Plans](#). Applicants are encouraged to contact LWB staff prior to submitting an application for assistance in determining what information is required (see [Appendix A](#) for contact information).

The sequence of numbered statements below corresponds to specific numbered items in the Application Form. For each item, the required information, and/or references to supporting documents attached to the Application Form, should be provided in the grey fields. For items, or parts of items, that are not applicable, please indicate N/A.

Before proceeding to the numbered statements:

- Select the Board the application will be submitted to. If unsure which Board to submit the application to, please see the Active Authorizations Map on the Maps page¹⁵ on any of the LWB websites, or contact LWB staff (see [Appendix A](#) for contact information). Transboundary applications should be submitted to the MVLWB. A project is considered transboundary if the boundaries and/or potential impacts of the project overlap the land and/or the waters managed by two separate LWBs (e.g., the land and waters regulated by the SLWB, and land and waters regulated by the MVLWB)—this also includes management areas outside of the Mackenzie Valley (e.g., the land and waters regulated by the Yukon Government, and land and waters regulated by the GLWB).¹⁶
- When applying for an amendment or renewal, enter the existing permit number.
- Indicate whether the permit application is accompanied by a water licence application for the project.

Note that if the activities authorized under an existing permit overlap with the activities in the new application, the applicant should contact LWB staff to discuss the best approach to consolidating overlapping permits.

Application Form Item 1: NAME AND CONTACT INFORMATION – APPLICANT

Indicate the full name, position, company/organization name (if applicable), mailing address, telephone number, and email of the person or company applying for the permit. Ensure the full and correct legal name of the person or company/organization is provided, since this will be the authorized permit holder, who will be liable for the project. If the applicant is a company/organization, provide the name and position of the person who is applying on behalf of the company/organization. In all cases, this should be the same person who will be signing the Application Form (see [Item 21](#)). Please be advised that initials are not acceptable.

Application Form Item 2: NAME AND CONTACT INFORMATION – APPLICANT’S HEAD OFFICE

Indicate the full name, position, mailing address, telephone number, and email of the organization’s head office, if not the same as in item 1 above. Identify the organization’s field supervisor for the project, if available.

Companies must be in good standing and registered with GNWT [Corporate Registries](#) to do business in the Northwest Territories, and must provide a copy of their current NWT Certificate of Registration in the application package.

¹⁵ See Maps webpages: [GLWB](#), [MVLWB](#), [SLWB](#), and [WLWB](#).

¹⁶ See MVLWB [Transboundary Policy](#).

Individual applicants that are not companies (e.g., an individual applying to build a road to a cabin), and territorial, federal, and community governments do not need this Certificate.

Application Form Item 3: NAME AND CONTACT INFORMATION – CONTRACTORS AND SUB-CONTRACTORS

If available, provide the full names, responsibilities, and contact information for all contractors and sub-contractors involved in the project. An additional table should be added for each contractor and sub-contractor.

Application Form Item 4: LOCATION OF ACTIVITIES

For more information on the requirements set out below, please refer to the MVLWB [Geospatial Data Submission Standards](#).

Traditional Place Name

Include the traditional Indigenous place name(s) for the project location.¹⁷

Maps

Include an overview map scaled at 1:250,000 or less to show the location of the project area, and a detailed map scaled at 1:50,000 or more, showing the locations, areas, and distances of:

- local geographic features, watercourses, and water sources;
- new and existing lines, trails, rights-of-way, and cleared areas proposed to be used;
- buildings, structures, campsites, landing strips, aircraft navigation aids, fuel and supply storage sites, waste disposal sites, excavations, and other works and places proposed to be constructed or used; and
- bridges, dams, ditches, railroads, roads, transmission lines, pipelines, survey lines, monuments, air landing strips, watercourses, traplines and cabins, and all other features or works that may be affected by the project activities.¹⁸

Geographic Coordinates

Provide geographic coordinates (latitude and longitude) of project features and the maximum and minimum project boundaries in degrees, minutes, and seconds, or in decimal degrees.

Map Sheet Number

Provide the map sheet number. For assistance, refer to the National Topographic (NTS) Map Sheet on the Maps page¹⁹ of any of the LWBs' websites.

¹⁷ See the PWNHC's [Orthography Tools](#) page to access a downloadable [Dene font package](#).

¹⁸ See subsection 19(3) of the [MVLUR](#).

¹⁹ See Maps webpages: [GLWB](#), [MVLWB](#), [SLWB](#), and [WLWB](#).

Geographic Information System (GIS) Data

GIS data should be submitted as an attachment to the Application Form. For small-scale projects, GIS data may not be required, but should be provided if available. Please contact LWB staff for assistance in determining whether GIS data is required (see [Appendix A](#) for contact information).

Land Types

Identify all land types where the project activities will take place, noting that it is possible to have the activities occur on more than one type of land. Please refer to the Maps page²⁰ on any of the LWB websites for guidance on identifying land types. Note that permitting criteria are different inside and outside local government boundaries (see [section 2.1](#) for permitting criteria).

Application Form Item 5: ELIGIBILITY

Under the [MVLUR](#), to be eligible for a permit, an applicant must hold an appropriate interest (e.g., mineral exploration rights, quarry permits, timber permits, licences of occupation, leases, etc.) and/or right of access (e.g., access agreement or authorization) for the proposed type of operation and from the appropriate landowner. The permit itself will authorize the permittee to use the land for the project activities, but in most cases, does not give the permittee the legal right to access, possess, or occupy the land – this right must be obtained from the appropriate landowner. Prior to applying, applicants must contact the landowner to determine what, if any, interests and/or rights of access are required.

Mark the appropriate reference to section 18 of the [MVLUR](#) that outlines the applicant's eligibility.

Paragraph 18(a) applies to proposed land-use activities that are in the exercise of a right to search for, win, or exploit minerals or natural resources. Applicants should mark:

- (a)(i) if the applicant holds the right;
- (a)(ii) if the applicant jointly holds the right (with one or more people) and has been designated as the manager of operations; or
- (a)(iii) if the applicant jointly holds the right (with one or more people) and has not been designated as the manager of operations.

Mark paragraph 18(b) for all other proposed land-use activities that involve rights to occupy the land other than to search for, win, or exploit minerals or natural resources.

Application Form Item 6: RIGHTS AND/OR CONTRACTS TO SUPPORT ELIGIBILITY

Authorizations in Support of Eligibility

List and attach confirmation of authorizations that support the applicant's eligibility as identified in [Item 5](#) above. This must include proof of an appropriate interest and/or confirmation of access rights in writing from the landowner (see [Appendix B](#) for contact information for landowners).

²⁰ See Maps webpages: [GLWB](#), [MVLWB](#), [SLWB](#), and [WLWB](#).

If the landowner or rights holder has provided written confirmation that the interest or right is forthcoming, the LWBs may process a permit application (i.e., deem the application complete) while the applicant is pursuing the right of access or interest; however, **the LWBs cannot issue a permit until the right of access or interest is granted**. Please note that in some circumstances, the process to obtain the right of access or interest takes longer than the Board's process; as such, applicants are strongly encouraged to initiate the process to obtain the rights and/or interests required as early in the project planning phase as possible.

Other Authorizations Related to the Project

If the applicant holds water licences and other land use permits issued by the LWBs for the project, these should be referenced here, but copies of these authorizations are not required.

It is also the responsibility of the applicant to be aware of and comply with all other legal requirements (e.g., applicable legislation) within the jurisdiction in which the project activities will occur. Prior to applying, applicants should contact Indigenous governments/organizations, federal and territorial governments, and other parties to determine what other appropriate rights, authorizations, permissions, dispositions, and contracts may be required. In order to avoid delays following permit issuance, the applicant should obtain, or be in the process of obtaining, any additional requirements prior to submitting the application package.

Please refer to [Appendix C](#) for a list of other potential authorizations that may be required.

Application Form Item 7: PERMIT TYPE AND CRITERIA

The Type A and B permitting criteria for various types of activities are set out in sections 4 and 5 of the [MVLUR](#) and are summarized in the tables in [section 2.1](#). In the table provided in the Application Form, identify the permitting criteria that are exceeded by the proposed project activities. Note that although not all project activities will exceed permitting criteria, if a permit is required, all project activities will be included in the permit. Also, if most project activities require a Type B permit, but at least one project activity requires a Type A permit, the project will require a Type A permit.

Application Form Item 8: PROJECT DESCRIPTION

Information required for this section can be included in the grey field provided; attachments should also be identified/referenced.

Project Description

Provide a complete description and summary of the project. Describe the purpose, nature, and location of all activities for all phases (e.g., construction, operation, modification, decommissioning, and closure and reclamation) of the proposed project. A separate project description may be attached to the Application Form if necessary.

If water is proposed to be used for the project, but no water licence application has been submitted because the proposed activities are below licensing criteria,²¹ include the following information:

- names and types of water source(s);
- purpose of water use(s); and
- quantity of water to be used (rates and/or volumes in m³/day).

If the project includes drilling activities, include the following information:

- the estimated maximum number of drill holes;
- the frequency of drilling (i.e., specify when drilling will occur during the year and over the life of the project);
- the number, type, and size of drills to be used; and
- a description of the general areas where drilling will be conducted within the project boundary.

Following issuance of the permit, the permittee will be required to submit coordinates for drill hole locations prior to commencing drillings (see [Standard Land Use Permit Conditions Template](#)).

If the project is located in an area that is in the process of being reclaimed, describe how reclamation activities have been considered.

Hectares

Include the total number of hectares to be used in each phase of the project and over the life of the project. This information is used to calculate land use fees and closure cost estimates for security calculations, so it should reflect the actual footprint of project activities rather than entire project boundary. Any discrepancy between this estimate and the number of hectares that are actually used over the life of the permit will be addressed through the final plan, which must be submitted before the permit can be closed (see [section 5.4](#) for more information on final plans).

Application Form Item 9: CAMP

If the project includes a camp, describe the camp, including the following information:

- camp layout, including number, type, and dimensions (m²) of structures;
- location and distance from any watercourse(s); and
- number of people stationed in the camp and the duration of their stay (i.e., person-days). Explain, with rationale, any variations in the number of people that may be on site over the life of the project.

Person-days is the number of days required to complete the operation per calendar year (number of people x number of operating days per calendar year = number of person-days per calendar year).

²¹ See the MVLWB [Guide to the Water Licensing Process](#) for more information about when a water licence is required.

Application Form Item 10: ROADS AND ACCESSES

Indicate whether a road or access is to be pioneered (i.e., built for the first time) and whether it has been laid out or ground-truthed. Describe the route, construction, and maintenance of any new or existing road.

Note that winter road construction may require a land use permit if portions of the road are located on land and the proposed activities exceed land use permitting criteria (see [section 2](#)).

Application Form Item 11: PROPOSED WASTE MANAGEMENT METHODS

Waste Management Plan

All applicants must submit detailed waste management information, identifying all types of waste that will be produced by the project, including quantity and quality, and describing the disposal methods that are proposed for each type of waste. For most applicants, this should be attached in a Waste Management Plan, developed in accordance with the MVLWB [Guidelines for Developing a Waste Management Plan](#), which includes a template for the Plan. For small-scale projects, this information can be included within the grey fields provided on the Application Form; this information will be considered equivalent to a Waste Management Plan. The Plan will require approval from the Board (either at licence issuance, or following issuance if revisions are required).

For some projects, additional management plans and reports may be required to fully describe waste management activities. More information about additional management plan requirements is available in section 3 of the MVLWB [Guide to the Water Licensing Process](#).

Off-site Disposal

If proposing to dispose of waste off-site within the NWT (including at municipal facilities), include written confirmation from the facility/facilities stating that they will accept the type and volume of waste. If disposal locations may vary, all options should be included. This confirmation can be attached to the Application Form or obtained while the applicant is undergoing the regulatory process. Applicants should use the grey field provided on the Application Form to reference the attachment or to describe when this information will be provided. Note that this information will be required before the Board can approve the Waste Management Plan.

Application Form Item 12: EQUIPMENT

Use the table provided to list the type, number, weight (in tonnes), and proposed uses of all equipment proposed to be used. Add additional rows where required. Generally, this list should include any motorized equipment (e.g., drills, pumps, bulldozer, pick-up truck, large generators, boats and motors, etc.). In order to allow reasonable flexibility in on-site equipment choices, specific makes and models of equipment are not required; however, it is important to ensure that the weight (and ground pressure, if applicable) is provided (see permitting criteria in [section 2.1](#)).

Ensure the equipment list provided here reflects the project information provided in other parts of the Application Form. The cost of removing this equipment must be reflected in the closure cost estimate (see [Item 18](#) below) and will be considered by the Board in development of any security requirements. The equipment list will also be considered in the review of potential environmental impacts (see [Item 17](#) below).

Application Form Item 13: FUEL

Use the table provided to identify all petroleum-based fuel types (e.g., diesel, gasoline, aviation fuel, propane, etc.) that will be used, and for each fuel type, provide the following information:

- Number of containers;
- Capacity of containers (e.g., litres, pounds);
- Type of container (e.g., barrel, tank, tidy-tank, jerry-cans etc.); and
- Proposed storage or staging location(s).

Please ensure the correct types of fuel are included to reflect the types of equipment listed in [Item 12](#) above. Add additional rows where required.

The information provided should reflect the maximum volumes that may be on the site at any one time, since it will be used to set maximum allowable volumes for fuel storage in a standard permit condition. This standard condition reflects the link between the security deposit and the liability on site, which depends in part on the maximum amount of fuel on site at any time. In addition, the potential for impacts from spills, including worst-case scenarios, is sensitive to the maximum amount of fuel on site at any time.

Application Form Item 14: METHODS OF FUEL TRANSFER

Describe all fuel transfer methods (e.g., electric or hand pumps, gravity fed, etc.) to other tanks, vehicles, and machinery, etc. Please ensure all methods for each type of equipment listed in [Item 12](#) and fuel listed in [Item 13](#) are included.

Application Form Item 15: SPILL CONTINGENCY PLAN

All applicants must describe spill contingency planning. Guidance is available in the INAC [Guidelines for Spill Contingency Planning](#). For most applicants, this information will be attached in a Spill Contingency Plan developed in accordance with the INAC Guidelines. For small-scale projects, spill contingency information can be included in the grey field provided on the Application Form; this information will be considered equivalent to a Spill Contingency Plan. The Plan will require approval from the Board (either at issuance, or following issuance if revisions are required).

Application Form Item 16: PROPOSED PROJECT SCHEDULE AND TERM

Indicate the time of year the project activities will occur (i.e., which months of the year). Explain any variations over the life of the project, up to and including closure and reclamation. Indicate whether seasonal or temporary shutdowns are anticipated. If activities are planned for a particular time of year, explain whether the activities could potentially take place at other times of year.

Indicate the proposed start and completion dates for the project. Note that maximum term for a permit is five years.²² Prior to the expiration of the permit, permit holders can apply for a permit extension of up to two years.²³

Application Form Item 17: POTENTIAL ENVIRONMENTAL IMPACTS OF THE PROJECT AND PROPOSED MITIGATIONS

Unless the proposed project could be exempt from preliminary screening, using either the Impact-Mitigation Table in the Application Form, or the more detailed Table in [Appendix D](#), identify and describe all potential impacts and proposed mitigations for the proposed activities. (Note that if the permit application is accompanied by a type A licence application, or if required by the Board, applicants must use the detailed Table in Appendix D.) The Table is not exhaustive and not all impacts in the Table will apply to all projects. All information provided should reflect the size, scale, and nature of the proposed project. Cumulative impacts and climate change must be considered.

For the identified potential impacts, describe proposed mitigations, including environmental management systems, treatment systems, and monitoring programs, and explain how the potential effects of climate change were considered. Indicate whether any of the mitigation measures have been developed as a result of input from affected parties and identify any best practices or guidance documents that will be used (e.g., GNWT's series of Northern Land Use Guidelines²⁴). In many cases, appropriate mitigations have been developed and approved by the LWBs in the form of standard conditions (see Standard [Land Use Permit](#) and [Water Licence](#) Conditions Templates). Applicants are encouraged to consult these standard conditions and utilize them in proposed mitigations where appropriate.

For large or more complex projects, or as requested by the Board, applicants may need to provide more detailed information in management plans attached to the Application Form. More information about additional management plan requirements is available in section 3 of the MVLWB [Guide to the Water Licensing Process](#).

The information provided about potential impacts and proposed mitigations will be used in the preliminary screening of the project and/or to develop permit conditions. If seeking an exemption from preliminary screening for part or all of the project (e.g., the project has already been screened or has undergone an EA or EIR), describe supporting rationale. If it is not entirely clear whether all or some of

²² Section 26(5) of the [MVLUR](#).

²³ Section 26(6) of the [MVLUR](#).

²⁴ Links to these documents are available on each Board's Policies and Guidelines webpage: [GLWB](#), [MVLWB](#), [SLWB](#), and [WLWB](#).

the proposed project activities are expected to be exempt, the applicant should fill out the Impact-Mitigation Table to avoid delays in the event that the Board determines that a preliminary screening is required. If only part of the project may be exempt, using the Impact-Mitigation Table, describe any proposed changes, as well as associated impacts and proposed mitigations. For more information about preliminary screenings, see [section 4.2](#).

Further information about potential impacts is also available in the Review Board's [Environmental Impact Assessment Guidelines](#) and [Socio-Economic Impact Assessment Guidelines](#).

Application Form Item 18: CLOSURE AND RECLAMATION

Where applicable, information required for this section can be included in the grey field provided; attachments should also be identified/referenced.

Closure and Reclamation

Describe closure and reclamation plans for the project, including any temporary closure(s) and seasonal shutdowns. The level of detail required will depend on the scale and nature of the project.

For small-scale projects, closure and reclamation plans can be described in the grey field provided on the Application Form. In most cases, this description will outline how the area will be returned to, as near as possible, its original state. In cases where the landowner or another interested party has requested reclamation to a different standard, please provide all relevant information and documentation for the Board's consideration.

For large or complex projects, this information should be attached to the Application Form in a conceptual Closure and Reclamation Plan, developed in accordance with the MVLWB/AANDC [Guidelines for the Closure and Reclamation of Advanced Mineral Exploration and Mine Sites in the Northwest Territories](#). A template is provided in the Guidelines. While the Guidelines were developed for mineral exploration and mining, the information is applicable to other types of projects.

Closure Cost Estimate

In most cases, the LWBs will require a permittee to post a security deposit following permit issuance. The timeframe for posting the security deposit will be specified in the permit conditions; however, it will usually be required before commencing project activities. The GNWT, federal, and community governments are not required to post security.²⁵

The Board will set the amount of security based on the estimated costs of closing and reclaiming the project site, and the applicant's proposed closure plans for the project. To inform the Board's decision, the applicant must develop a closure cost estimate to include in the application package. Closure cost

²⁵ The GNWT and the federal government are exempt from posting security under section 94 of the [MVRMA](#). It is Board policy not to require security from community governments for municipal projects. Provincial and other territorial governments are not exempt.

estimate templates are available on each Board's Apply for Permit/Licence webpage.²⁶ For most stand-alone land use permits, the Land Use Permit Security Worksheet will be suitable. For larger projects and projects that require both a permit and water licence, the applicant should work with the landowner (e.g., the GNWT, CIRNAC, and/or other landowners) in developing the estimate (see [Appendix B](#) for contact information), and in these cases, use of the RECLAIM model will likely be recommended.

The LWBs encourage all applicants to contact LWB staff to commence the conversation on the closure cost estimate prior to submitting an application; LWB staff can assist in determining which closure-cost-estimate template is most suited to the activities being applied for (see [Appendix A](#) for contact information). Guidance on developing a closure cost estimate and information about security processes is also available in the MVLWB/GNWT/INAC [Guidelines for Closure and Reclamation Cost Estimates for Mines](#). While these Guidelines were primarily developed for mining and advanced mineral exploration, the processes and expectations described in the Guidelines are generally applicable to all projects.

If land use permit and water licence applications are being submitted together, the closure cost estimate must include a break-down of costs for land-related activities and water-related activities. If the project includes activities in both non-federal and federal areas, the closure cost estimate must be broken into two components, reflecting activities specific to the non-federal and federal areas.

Application Form Item 19: ADDITIONAL SUPPORTING INFORMATION

Where applicable, information required for this section can be included in the grey field provided; attachments should also be identified/referenced.

Engagement

Prior to submitting an application package, applicants must identify and contact any other parties potentially affected by the project, such as Indigenous governments/organizations, individuals occupying the land for traditional purposes, private landowners, lease holders (e.g., lodges, cabins, other licensees and permittees), and communities. Because lease-holder information is private, applicants should contact GNWT-Lands (non-federal areas) or CIRNAC (federal areas) for assistance in notifying lease holders.

All new permit application packages must include both an Engagement Record and an Engagement Plan. The LWBs' expectations regarding engagement with potentially affected parties, and the development of an Engagement Record and Plan, are set out in the MVLWB [Engagement Guidelines for Applicants and Holders of Water Licences and Land Use Permits](#). Templates for the Engagement Record and Plan are provided in the Guidelines. Copies of engagement materials (e.g., correspondence, information provided to parties) do not need to be provided but may be requested by the Board at any point.

Applicants may also contact LWB staff for assistance obtaining contact information and developing a list of minimum engagement requirements based on the proposed project location; however, it is the applicant's responsibility to ensure they have identified and contacted all potentially affected parties.

²⁶ Apply for Permit/Licence webpages: [GLWB](#), [MVLWB](#), [SLWB](#), and [WLWB](#).

Land Use Plans

Three land use plans are approved in the Mackenzie Valley: the [Gwich'in Land Use Plan](#), [Sahtu Land Use Plan](#), and [Tłıchq Land Use Plan](#). These Plans outline what types of activities should occur, where they generally should take place, and the conditions necessary to guide land use proposals and development projects over time.

Where an approved Land Use Plan applies, the Board must confirm conformity with the applicable Land Use Plan in order to issue a permit.²⁷ To inform the Board's decision, the permit application must include a conformity table that demonstrates how the proposed project meets the conformity requirements of the applicable Land Use Plan.

Applicants are encouraged to approach the applicable Land Use Planning Board or the Tłıchq Government's Department of Culture and Lands Protection, as the case may be, prior to submitting a permit application to the Board. If requesting exemptions or exceptions from specific conformity requirements (CRs), a copy of the Land Use Planning Board or Tłıchq Government's decision on the exemption, exception, amendment, or variance must be included in the application package.

Traditional (Environmental) Knowledge

For projects located in the Sahtu, TEK/TK must be submitted with the application package. In other management areas, the LWBs strongly encourage proponents to submit TEK/TK with their application package.

Studies Undertaken to Date

Provide a list of studies that have been undertaken to date to support the proposed project and where possible, include a copy of each study. This may include baseline data studies, traditional knowledge studies, studies or data supporting proposed treatment technologies or mitigation measures, and/or feasibility studies.

Application Form Item 20: FEES

Fee amounts should be entered into the grey fields on the Application Form. Federal and territorial governments do not pay application or land-use fees;²⁸ all other applicants must include the appropriate application and land-use fees as outlined below.

- The application fee for all applications is \$150.
- For projects in non-federal areas, there are no land-use fees.
- For projects in federal areas, the application fee includes up to two hectares (ha) of land use. This is a flat fee, so the application fee is \$150 whether applying to use half a hectare or two hectares.
- For projects in federal areas, land-use fees are \$50 per hectare (rounded up to the nearest full hectare) for any land used beyond the two hectares that are included in the application fee. For example, an

²⁷ See section 61 of the [MVRMA](#).

²⁸ See section 20 of the [MVLUR](#).

applicant proposing to disturb 5 ha will submit \$300 (\$150 application fee including two ha, plus \$50/ha x 3 ha). Ensure that the fees are consistent with the information provided in project description (see [Item 8](#)).

All fees are payable to the Receiver General for Canada. All fees should be mailed to the Board as soon as possible when an application package is submitted; applications cannot be deemed complete until those fees are received by the Board, or proof that the fees have been sent, is received by the Board. Fees must be received prior to issuance of a permit.

Application Form Item 21: SIGNATURE

Please ensure an original signature is included from the applicant (as identified in [Item 1](#)). Print the applicants full name before signing and dating the application. Initials are not sufficient. Documents can be submitted electronically by scanning the signature page or by including an electronic signature as per the MVLWB [Document Submission Standards](#).

3.3 Application Package Checklist

As described in [section 3.2](#), applicants must submit various documents in support of the application. The number and type of supporting documents depends on the nature and scale of the proposed project. The following table lists the requirements and can be used as a checklist for completing the application package. **The LWBs will only process applications that are complete, so all required information must be submitted.**

Applicants that are seeking exemption from preliminary screening for some or all of the project activities should ensure this is described in the covering letter and in the Application Form (see [item 17](#) in section 3.2). See [section 4.2](#) for more information about preliminary screenings and exemptions.

Table 3: Application Package Checklist			
✓	Information Or Document	<ul style="list-style-type: none"> ● Required ○ May be Required 	Section In This Guide
	Application Form	●	3.2
	Proof of Registration/Incorporation	○ (Required for companies)	3.2, item 2
	Maps	●	3.2, item 4
	GIS Data	○ (May not be required for small-scale projects)	3.2, item 4
	Proof of Appropriate Interest and/or Access Rights	●	3.2, item 6
	Copies of Other Authorizations	○	3.2, item 6
	Waste Management Plan	● (Small-scale projects may include information in the Application Form)	3.2, item 11
	Off-Site Disposal Agreement	○ (Required if off-site disposal is proposed)	3.2, item 11
	Spill Contingency Plan	● (Small-scale projects may include information in the Application Form)	3.2, item 15
	Closure and Reclamation Plan	● (Small-scale projects may include information in the Application Form)	3.2, item 18
	Closure Cost Estimate	● (Not required for government and municipal)	3.2, item 18

		applicants)	
	Engagement Record	•	3.2, item 19
	Engagement Plan	•	3.2, item 19
	Land Use Plan Conformity Table/Statement	○ (Required if a Land Use Plan applies)	3.2, item 19
	Traditional (Environmental) Knowledge	○ (Required for all SLWB applications)	3.2, item 19
	Studies Undertaken to Date	○	3.2, item 19
	Other Management Plans	○	Section 3.3 of the MVLWB Guide to the Water Licensing Process
	Application Fees	• (Federal and territorial governments do not pay application fees)	3.2, item 20
	Land Use Fees	○ (Required in federal areas only) (Federal and territorial governments do not pay application fees)	3.2, item 20

The LWBs have guidelines for the development of Engagement Plans, Waste Management Plans, Hydrocarbon-Contaminated Soil Treatment Facility Management Plans, Spill Contingency Plans, and Closure and Reclamation Plans as noted in section 3.2. For any other required plans, see the general MVLWB [Standard Outline for Management Plans](#).

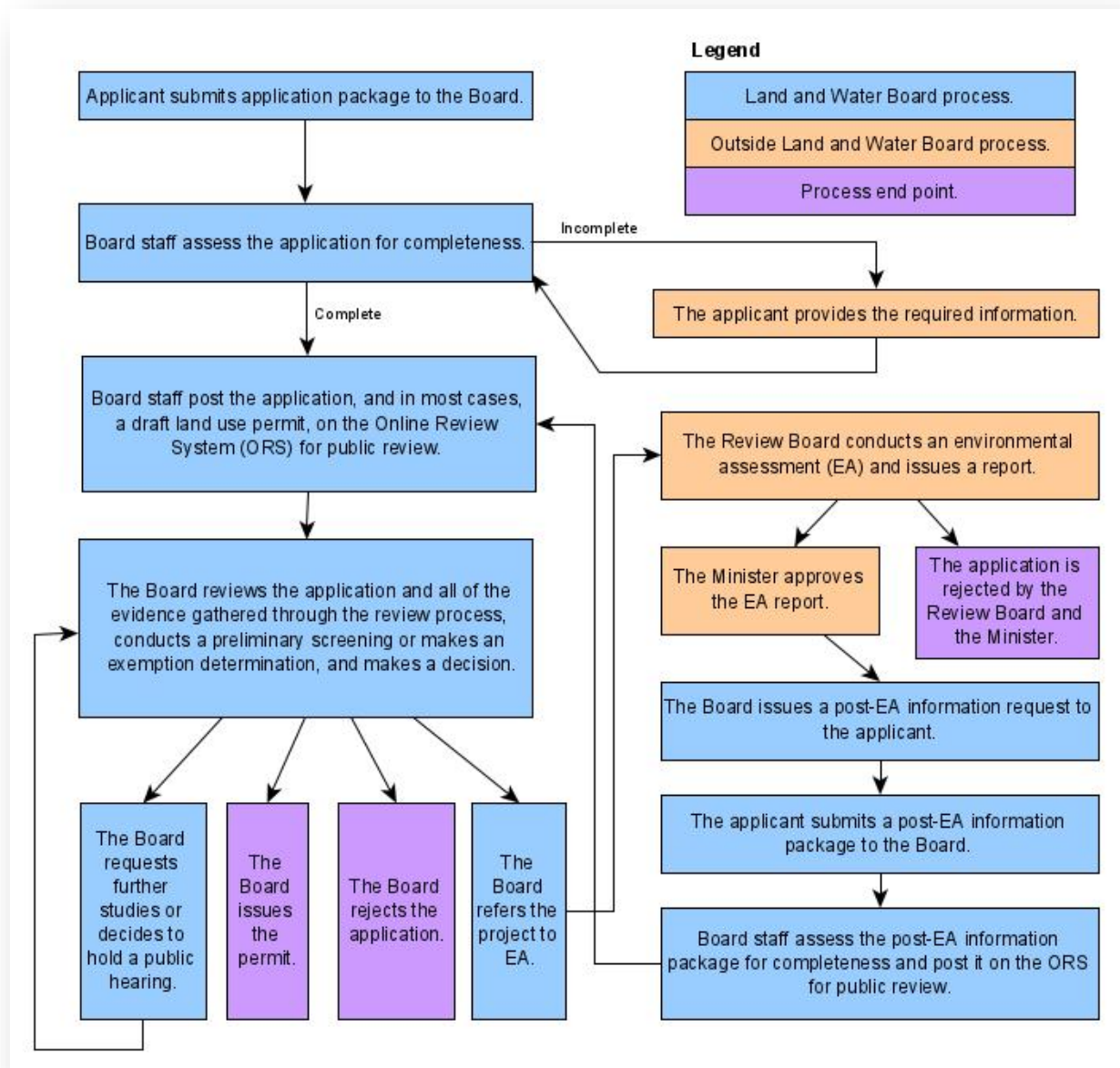
Any plans or manuals that are submitted with the application should include a version number. The first version of any plan or manual submitted to the Board should be Version 1.0. For amendment or renewal applications, the applicant may reference previous version of plans available on the Board's public registry if no changes are proposed. If new versions of previously submitted plans are included with renewal or amendment applications, the version number will depend on the status of the previous version of the plan.

4.0 Regulatory Process for a Land Use Permit Application

The process for Type A and B land use permit applications is summarized in the flowchart in Figure 1 below. The flowchart does not include every step in the process – for more information about process steps and timelines, see the detailed descriptions in sections 4.1 to 4.3.

If a land use permit application is accompanied by a water licence application, the Board will typically process the applications together. In this case, a notification or work plan will be distributed to inform parties about the steps and timelines for the regulatory process, which may vary from the description provided below. For more information about the water licensing process, please see the MVLWB [Guide to the Water Licensing Process](#).

Figure 1: Land Use Permitting Process



4.1 Public Review

When the Board receives a land use permit application, LWB staff conduct a completeness check to ensure all of the components of the application package have been submitted and conform to Board policies and guidelines (see [section 3.3](#) above). LWB staff will make the completeness determination within ten days of receiving the application.

If the application is not complete, LWB staff will contact the applicant with a list of the additional information required. **The Board will not begin the regulatory process until the application is complete.**

Once the application has been deemed complete, it is posted to the Board's public registry, and distributed for public review through the Board's [Online Review System](#) (ORS). A draft land use permit, developed from the MVLWB [Standard Land Use Permit Conditions Template](#), will usually be included in the public review of the application package.

The distribution list for an application is based on the location of the project and will include:

- affected communities and Indigenous governments/organizations;
- landowners;
- appropriate departments and agencies of the federal and territorial governments;
- Renewable Resource Boards;
- departments and agencies with responsibilities for heritage resources;
- the Review Board; and
- other interested parties (e.g., companies, businesses, or individual members of public, civic, or social organizations who have indicated an interest in the potential project).

The specific distribution list for the application is available on the ORS Item for Review.

Applicants and reviewers must be registered to be able to participate in ORS public reviews. New users can register on the ORS [Login](#) webpage. For more information on registering and using the ORS, please see the User Manual, or contact LWB staff for assistance (see [Appendix A](#) for contact information). Note that the LWBs also accept review comments by mail, fax, or email, and LWB staff will post these comments to the ORS.

By submitting comments on the application (via the ORS or otherwise), reviewers become parties to the regulatory proceeding for the application and must abide by the MVLWB [Rules of Procedure](#).

The Board must allow a reasonable period for reviewers to provide comments to the Board with respect to the application and draft permit. Review periods may vary depending on the scope, scale, and location of a proposed project. The applicant will always be provided an opportunity to respond to reviewer comments following the public review deadline.

Late submissions will generally not be accepted or be considered by the Board in making a decision unless an extension has been granted. Extension requests, with rationale, must be submitted to the Board in writing prior to the submission deadline.²⁹ If an extension is granted, all parties will be notified of the extension and any resulting changes to the work plan.

²⁹ See the MVLWB [Rules of Procedure](#).

4.2 Preliminary Screening and Environmental Assessment

Before the Board can issue a permit, the proposed project must meet the requirements of Part 5 of the [MVRMA](#), which establishes the Review Board and the environmental impact assessment process. Unless the project is exempt, this means that a preliminary screening, EA, or EIR for the project needs to be completed.

The first step in the established environmental impact assessment process is a preliminary screening to determine whether the project might have significant adverse impact on the environment or might be a cause for public concern. The preliminary screening is the Board's mechanism for referring the project to EA if necessary, and the Board will conduct a preliminary screening prior to issuing a permit. When conducting the screening, the Board will take into consideration all of the information provided by the applicant and reviewers.

A project, or specific project activities, may be exempt from screening under the [Exemption List Regulations](#); under section 157.1 of the [MVRMA](#); or for national security or emergency purposes. If the project, or specific project activities, could be exempt for any of these reasons, the Board will need to make an exemption confirmation. For projects that have previously been screened or undergone an EA or EIR, applicants should clearly explain in the Application Form why the project, or parts of the project, should be exempt. Any changes to the project may need to be screened and could be referred to EA.

The Board will make the screening determination and/or exemption confirmation as soon as adequate information is available, which can be at any point prior to the Board's issuance decision, but for permit applications that are not accompanied by a water licence application, the Board will usually make this determination at the same time as its issuance decision. Based on the screening, the Board will decide whether to continue the permitting process or refer the project to the Review Board for an EA. Note that if the Board decides not to refer the project to EA, it can still be referred by the Review Board or by other parties.³⁰

Following the Board's decision on a preliminary screening, the decision is forwarded to the Review Board, and a ten-day pause period begins, allowing the Review Board and other referral organizations a formal period to review the Board's decision and consider whether to refer the project to EA if the Board has not. If no other organizations refer the project to EA during this period, the Board will issue the permit after the pause period is complete.³¹

If a project (or part of a project) is referred to the Review Board for an EA, the permitting process for the

³⁰ See subsections 126(2) and 126(3) of the [MVRMA](#) for a list of organizations that can refer projects to the Review Board. Applicants should be aware that these organizations can make a referral before or after the Board has completed its preliminary screening.

³¹ For more information, see subsections 125(1.1), 125 (1.2), (3), and (4) of the [MVRMA](#), and the Review Board's [Reference Bulletin: The Ten-Day Pause Period for Preliminary Screenings](#). During the pause period, the Board could issue a permit that would not come into effect until after the pause period; however, to avoid confusion, especially in the event that a referral is made during the pause period, the Board will not issue the permit during the pause period.

application is put on hold until the EA is complete. After the EA is complete, and the Minister has released a decision on the Report of EA, the Board will send the applicant an information request outlining the information that must be included in the applicant's post-EA information package. The information request will be project-specific and reflect EA measures and changes to the project. If the applicant decides to change the project following the completion of the EA, the post-EA information package should highlight the proposed changes, since the changes will need to undergo a preliminary screening.

Once a complete post-EA information package has been received, the Board will recommence the permitting process. Note that the legislated 42-day timeline (see section 4.3 below) for the Board's decision begins again once the Minister has released a decision on the Report of EA; however, in most cases, the Board will need to consider whether more time is required.³²

After a permit is issued, amendment requests may require preliminary screening if the proposed project changes have not already met the requirements of Part 5 as described above, so applicants should ensure that all project activities are included in the initial permit application. If applicable, applicants are also encouraged to include reasonably likely project options (e.g., larger project boundaries, potential drilling locations, alternate waste disposal options), so that they can be included in the initial screening; noting, however, that this may affect the closure cost estimate, which informs the security requirements.

For more information about preliminary screenings and environmental assessments, please refer to the Review Board's [Environmental Impact Assessment Guidelines](#).

4.3 Board Decision

Within 42 days of receiving a complete permit application,³³ the Board will review all of the evidence on the record and decide whether to:

- a) issue a land use permit with conditions;
- b) conduct a hearing or require that further studies or investigations be made;
- c) refer it to the Review Board for environmental assessment; or
- d) refuse to issue the permit if the project does not meet the requirements of applicable land use plans and/or Tłıchq laws, or for any other reason as provided for in legislation.

If the Board requires a hearing or further study, or if the project is referred to EA, the 42-day timeline will re-commence after the hearing/studies have been completed, or after the Minister releases a decision on the Report of EA.

For permit applications that are not accompanied by a water licence application, the Board often makes its preliminary screening determination at the same time as its issuance decision, and the ten-day pause

³² In this case, the Board may need to apply paragraph 22(2)(b) of the [MVLUR](#) to allow more time for the applicant to provide the additional information required in the post-EA information package.

³³ See paragraphs 22(2) and 23(b) of the [MVLUR](#). Because the Board requires adequate time to meet its obligations, the Board processes all Type B applications under subparagraph 23(b)(iii) of the [MVLUR](#). This means that all Type B applications are processed in the same manner as Type A applications.

period will come into effect after the Board forwards its decision to the Review Board (see [section 4.2](#)). **The Board will not issue the permit during the pause period, so applicants should ensure this additional time is accounted for in the project schedule.**³⁴

If no other organizations refer the project to EA during the ten-day pause period, the Board will issue the permit after the pause period is complete. The Board's decision, including its reasons for decision, will be circulated to the applicant and the distribution list, and posted to the public registry. If the Board decides to issue the permit, the permit will be attached to the Board's decision letter.

For permit applications that are accompanied by a water licence application, the Board will typically process the applications together. In this case, the Board's preliminary screening determination is often made prior to its issuance decision, so the pause period may already be complete. For more information on water licensing processes and timelines, please see the MVLWB [Guide to the Water Licensing Process](#).

Following issuance, any security required must be posted and accepted in accordance with permit conditions prior to commencing project activities. The Board will include instructions on posting security in its issuance decision letter. The Board's decision letter may also contain direction regarding any other permit conditions that must be met prior to the commencement of activities.

The permittee should be aware that the permit will be in force as of the effective date set out on the cover page of the permit, even if the permittee does not commence activities until a later date.

³⁴ For more information, see subsections 125(1.1), 125 (1.2), (3), and (4) of the [MVRMA](#), and the Review Board's [Reference Bulletin: The Ten-Day Pause Period for Preliminary Screenings](#). During the pause period, the Board could issue a permit that would not come into effect until after the pause period; however, to avoid confusion, especially in the event that a referral is made during the pause period, the Board will not issue the permit during the pause period.

5.0 Post-Issuance

5.1 Inspections

Inspections of projects operating under both Type A and B permits are conducted by territorial or federal Inspectors.³⁵ These inspections are undertaken throughout the life of the project and at the conclusion of a project to evaluate compliance with legislation, regulations, and the conditions of the permit. Inspection reports are provided to the permittee and the Board and may require the permittee to undertake and report on corrective actions. Non-compliance may also result in temporary or complete shutdown of the project through a suspension or cancellation of the permit by the Board, or an activity cessation order by the Inspector.³⁶

5.2 Plans, Reports, and Other Submissions

Permit conditions may require various submissions (including new or revised versions) to the Board, either for approval by the Board or for information purposes. Where an identical submission (e.g., a Waste Management Plan) is required by both a licence and a permit for the same project, one document can be submitted to satisfy both authorizations. Permittees should refer to the MVLWB [Document Submission Standards](#) and [Standard Outline for Management Plans](#) when preparing these submissions.

Prior to making submissions to the Board, permittees must ensure that they have conducted engagement as described in their approved Engagement Plan.

When submitting management plans, manuals, and programs, permittees should include a version number. Reports generally do not require a version number, though a date should be included, especially where the report is for a recurring purpose. Numbering will depend on the reason for the submission. Version 1.0 will always be the first iteration of a plan (often submitted with the application). Version 1.1 (and any subsequent versions of Version 1.0) would result from Board direction on Version 1.0 (e.g., clarifications or corrections provided in response to review comments). Once the Board has approved Version 1.0 (as 1.0, 1.1 or 1.2, etc.), the next update to the document would be Version 2.0 – generally when the permittee submits an updated plan as required by permit conditions (e.g., to reflect proposed changes). To avoid confusion about which version is being considered by the Board at a given time, subsequent versions should only be submitted as directed by the Board or the permit conditions – permittees should not submit new versions in direct response to review comments or during a proceeding. When in doubt, please contact LWB staff prior to making a submission (see [Appendix A](#) for contact information).

Following permit issuance, permittees should use and maintain the specific names of plans and other submissions as set out in the permit conditions. This avoids confusion in terms of permit compliance, document history tracking, and public registry organization.

³⁵ [GNWT-Lands](#) or CIRNAC, respectively.

³⁶ See sections 35 and 36 of the [MVLUR](#).

All submissions will be posted on the public registry, and submissions that require Board approval (e.g., Waste Management Plan, Spill Contingency Plan, etc.) will be posted on the ORS for public review. After the public review period, the permittee will be provided with an opportunity to respond, and the review comments and responses are then provided to the Board for its consideration.

If the Board determines that the submission meets the permit requirements, and any issues raised during the review are resolved, the Board approves the submission. If the Board determines that the submission does not satisfy permit requirements, or issues raised during the review period are not adequately resolved, the Board notifies the permittee that the submission needs to be revised or that further information is required and indicates when a revised version is to be submitted.

When proposing changes to the project, the permittee should consider how the proposed changes will affect any submissions required under the permit. For small projects where the applicant included waste management, spill contingency, and/or closure and reclamation information directly in the Application Form rather than in stand-alone plans, the permittee will need to submit stand-alone plans for Board approval if they are proposing changes to these activities – these requirements will be set out in the permit conditions.

Note that if major changes to activities, facilities, or operations are set out in revised submissions, the Board will review the preliminary screening to determine whether the proposed changes need to be screened. If the changes must be screened, or changes to the permit conditions are required, an amendment process will be required (see [section 6.1](#) below).

5.3 Seasonal/Temporary Closure

Temporary closure is a state of care and maintenance, where the permittee intends to resume activities in the near future. The closure could be seasonal, planned, or unanticipated, and could be a partial or site-wide closure. Temporary closure should be addressed in the Closure and Reclamation Plan, which should set out how the permittee will maintain the programs and facilities necessary to protect humans, wildlife, and the environment. If regular seasonal shutdowns are described in the application package, specific conditions regarding seasonal shutdowns may be included in the permit.

Prior to initiating the temporary shutdown or closure, the permittee must notify the Board and the Inspector. This notification should identify all licences and permits that will be included in the closure. The permittee must also notify the Board and the Inspector prior to resuming project activities.

During the closure, the permittee is expected to continue to conduct environmental monitoring and reporting, and to ensure that adequate staff and resources are available to look after the site. Generally, during the closure period, the permittee must:

- Conduct monitoring as set out in the permit or in approved plans or programs;
- Submit revised plans, manuals, programs, etc. if needed to reflect reduced or suspended operations; and
- Apply for amendments to submission dates, monitoring, or other permit conditions if not planning to meet requirements.

If there is also a water licence for the project, the licensee must continue to submit Annual Water Licence Reports, Surveillance Network Program reports, and Water Use Fees (see the MVLWB [Guide to the Water Licensing Process](#) for more information).

5.4 Final Plans and Final Clearance

Unless a new permit has been issued, a permittee may not continue project activities after a permit has expired; however, the permittee remains responsible for all obligations and liabilities that arise under the permit and the MVLUR until the Board has cleared and closed the permit.³⁷ In order for the Board to clear and close a permit, the permittee must submit a final plan to the Board within 60 days of either the expiry of the permit or the end of the permitted activities (whichever comes first).

A final plan must include:³⁸

- A map or sketch, normally at a scale of 1:50,000, showing the location, the area, and distances of all project activities, including:
 - lines, trails, rights-of-way, and cleared areas that were used by the permittee during the project, specifying those that were cleared by the permittee and those that existed before the project began;
 - buildings, structures, campsites, landing strips, aircraft navigation aids, fuel and supply storage sites, waste disposal sites, excavations, and other works and places that were constructed or used by the permittee for the project; and
 - bridges, dams, ditches, railroads, roads, transmission lines, pipelines, survey lines, monuments, air landing strips, watercourses, traplines and cabins, and all other features or works that were affected by the project.
- GIS data;
- A summary of the hectares utilized in each aspect of the project; and
- A calculation of land use fees for any federal lands used.

³⁷ See subsection 29(6) of the [MVLUR](#).

³⁸ See subsections 29(1) and (2) of the [MVLUR](#).

Please refer to the MVLWB [Geospatial Data Submission Standards](#) for further information on map and GIS requirements.

If a final plan is associated with an application for a renewal or a new permit to continue the activities under the existing permit, the plan should describe the current status of the permitted activities (e.g., land use activities are ongoing, and closure and reclamation of the site is not complete). The permittee must clearly explain whether all of the activities authorized under the existing permit are included in the renewal or new permit application. If the existing permit has not expired, the permittee must submit a discontinuance request for the existing permit (see [section 6.5](#)). The Board can then consider the final plan and the discontinuance request at the same time.

Final plans are not circulated for public review, but the Inspector will conduct a final inspection to verify the plan before it is considered by the Board. The Board's final clearance decision letter will identify any land use fees that are outstanding or will be refunded. After the Board grants final clearance, the permittee can request a security deposit refund from the applicable landowner(s). Unless the project is on-going under a new permit, the permittee is no longer responsible for obligations arising under the permit or the MVLUR after the Board has issued the final clearance.³⁹

³⁹ See subsection 29(6) of the [MVLUR](#).

6.0 Other Types of Requests and Applications

After a permit is issued, the permittee can:

- Request to amend any of the permit definitions and conditions ([section 6.1](#));
- Request to extend the term of the permit before the permit expires ([section 6.2](#));
- Apply to renew the permit ([section 6.3](#));
- Apply to assign the permit to another party ([section 6.4](#));
- Request to discontinue the permit ([section 6.5](#)); or
- Apply to store items required for future land use activities after the permitted land use has been completed ([section 6.6](#)).

Prior to submitting any of these applications or requests to the Board, the permittee should ensure that they conduct engagement as described in their approved Engagement Plan. In most cases, an Engagement Record should be submitted with the application or request. Please refer to the MVLWB [Engagement and Consultation Policy](#) and [Engagement Guidelines for Applicants and Holders of Water Licences and Land Use Permits](#) for engagement requirements for these applications and requests.

Further information about these types of applications and requests is set out in the following sections.

6.1 Amendments

An amendment is a change to a **condition** of an existing land use permit, **not** a change to its **scope**. If a desired change to a project is not within the scope of the land use permit, the permittee must apply for a new permit. In this case, the permittee can apply for a new permit to address only the new activities (see [section 3](#)), or request a discontinuance of the existing permit (see [section 6.5](#)) and apply for a new permit that covers all of the existing and new activities. LWB staff can assist in determining which approach is most appropriate for the project (see [Appendix A](#) for contact information).

There is no application form for permit amendments. To request an amendment, the permittee must submit a written request to the Board, including the following information:

- The definition(s) and/or condition(s) that the permittee wishes to amend;
- The nature of the proposed amendment;
- The reasons for the proposed amendment;
- A description of potential environmental impacts and proposed mitigations associated with the proposed amendment (see [section 3.2, Item 17](#) and [Appendix D](#));
- An Engagement Record for the amendment;
- An updated closure cost estimate, if applicable (see [section 3.2, Item 18](#)); and
- Updated versions of any plans that may be affected by the amendment (see [section 5.2](#)).

Where an approved Land Use Plan applies, the request must include a statement or table explaining how the proposed amendments meet the land use CRs of the applicable Land Use Plan(s) (see [section 3.2, Item 19](#)).

An amendment request may require a preliminary screening, unless it is exempt from Part 5 of the [MVRMA](#) (see [section 4.2](#) for more information about preliminary screening). Permittees must submit sufficient information with the request for reviewers to understand the impacts of the requested amendment and the proposed mitigation measures.

There is no application fee for an amendment request; however, the request must include applicable land use fees for any additional federal lands used (see [section 3.2, Item 20](#)). If the Board approves the amendment request, note that additional security may be required to reflect the changes.

The Board's process and timelines for amendments includes a public review and is the same as the process for new permit applications (see [section 4](#)).

6.2 Extensions

A permittee may request one extension to a land use permit for up to two years.⁴⁰ If the request is for less than two years, the permittee cannot subsequently request a second extension for the remainder of the two years.

The request for an extension should be received at least 90 days prior to the expiry of the permit to allow time for the extension request to be processed. The Board can only consider an extension request if it is received prior to the permit expiry date.

To request an extension, the permittee must submit a written request to the Board, including the following information:

- The reason for the extension request;
- The length of time the permittee is requesting for the extension;
- An Engagement Record for the extension; and
- Any other information which would support the extension request, including the status of the project.

An extension must be a continuation of the permitted activities, so it will be exempt from preliminary screening. If new activities are proposed, the permittee must request an amendment ([see section 6.1](#)) or apply for a new permit (see [section 3](#)).

The Board's process for extensions includes a public review and is the same as for new permits (see [section 4](#)); however, the timelines may be shorter in some cases. The existing permit conditions will be maintained.

⁴⁰ See subsection 26(6) of the [MVLUR](#).

6.3 Renewals

A renewal is a new application for a project that has been permitted previously and has not been modified. The difference between a renewal and an extension is that a renewal involves the issuance of a new land use permit (for a term of up to five years), whereas an extension is the addition of time (to a maximum of two years) to the term of an existing permit.

Expired permits can be renewed; however, if a permittee intends to operate continuously, they must apply for a renewal at least 60 days prior to the expiry of the existing permit to allow enough time to complete the review process.

The renewal application requirements are the same as for new applications, and the Application Form is the same⁴¹ (see [section 3](#)). In the Application Form, the applicant may reference information that has already been submitted under the existing permit by providing the title, date, relevant section, page numbers, and where possible, hyperlink to the Board's public registry, of the document(s) being referenced. The applicant should attach updated versions of any documents that have been changed (see [section 5.2](#) for more information on plans and other submissions).

The permittee should ensure that the renewal application clearly covers all of the activities that are authorized under the existing permit. In most cases, to avoid having two active permits for the same activities, the renewal permit will replace the existing permit, which will be discontinued (see [section 6.5](#)). In the renewal application, permittees should clearly state the intent to discontinue the existing permit. This allows the Board to consider the renewal application and the discontinuance request at the time same, which facilitates the transfer of any associated security deposit.

Like extensions, renewals are exempt from preliminary screening, because they have already met the requirements of Part 5 of the [MVRMA](#). On the Application Form, applicants should clearly state that they are applying for a preliminary screening exemption and confirm that the project has either not been modified⁴² or falls under section 157.1 of the [MVRMA](#). The Board will make a determination on the screening exemption prior to issuing the new permit. (See [section 4.2](#) for more information about preliminary screening.)

The Board's process and timelines for renewal applications include a public review and are the same as for new permit applications. The conditions in the new permit will be based on the existing permit conditions; however, the conditions may be updated to reflect the most recent version of the [MVLWB Standard Land Use Permit Conditions Template](#). The Board will also review and possibly revise the security requirements.

⁴¹ The Application Form can be found on each Board's website on the Apply for Permit/Licence page: [GLWB](#), [MVLWB](#), [SLWB](#), and [WLWB](#).

⁴² See the [Exemption List Regulations](#) for more details.

6.4 Assignments and Name Changes

Assignments

A permittee (assignor) may apply to transfer the rights associated with their existing permit, even if the permit has expired, to a new party (assignee). Prior to applying, it is very important that the assignee understands that in accepting the assignment of a land use permit, they accept responsibility for:

- Meeting all the conditions of the permit, including payment of security, which must be posted with the Minister before the assignee can commence activities; and
- **All liabilities** incurred as a result of the assignor's actions to date under the permit.

Permittees should also ensure that the assignment is reflected in any other authorizations issued by other organizations.

The assignment application package must be submitted at least 45 days prior to the proposed assignment date and must include:

- A complete Assignment Application Form, signed by both the assignor and assignee;⁴³
- If the assignee is a company, proof that the company is eligible to conduct business in the NWT (i.e., current Certificate of Registration from GNWT [Corporate Registries](#));
- Proof that the assignee is eligible to hold the permit (see [section 3.2, item 4](#));
- An Engagement Record for the assignment;
- A closure cost estimate (see [section 3.2, item 18](#));
- The assignment fee of \$50;⁴⁴ and
- Any other information that would support the proposed assignment, including project status.

Multiple permits can be included in one assignment application package; however, note that there are separate Assignment Application Forms and fees for licences and permits, and the assignment fee is required for each authorization that will be assigned. Permittees with multiple authorizations are encouraged to clearly state which of their active authorizations they are applying to assign, and if applicable, to provide rationale for why others should not be assigned.

The assignee will be required to post security with the Minister prior to the commencement of activities. When issuing the assignment, the Board will review, and possibly revise, the security requirements under the existing permit. To assist this review, the assignee must submit a current closure cost estimate with the application.

⁴³ The Assignment Application Form can be found on each Board's website on the Apply for Permit/Licence page: [GLWB](#), [MVLWB](#), [SLWB](#), and [WLWB](#).

⁴⁴ As per section 20 of the [MVLUR](#), the GNWT and the federal government do not pay assignment fees for permits.

The assignment application will be exempt from preliminary screening. If assignee intends to propose changes to the project or the permit, the assignment must be approved first, and then the assignee can apply for an amendment, which may need to be screened (see [section 4.2](#) for more information about preliminary screening).

The Board's process for assignments includes a public review and is the same as for new applications (see [section 4](#)); however, timelines may be shorter in some cases. The Board may approve the assignment with all of the original permit conditions or with amended conditions (e.g., update the amount of security).⁴⁵ If the permit has expired, the permit conditions will not change; however, the new permittee will be responsible for all liabilities as noted above.

If the Board does not authorize the assignment, the original permittee remains responsible for all liabilities under the permit.

Name Changes

A name change is when a corporate entity changes the name of its company, which is different than assigning a permit to another company. If the permittee is performing a simple name change, the permittee must submit a letter of request and a certificate of name change from GNWT [Corporate Registries](#).

There are no fees or applications forms for name changes, and engagement is not required. Name change requests are not circulated for public review before being considered by the Board.

Permittees must also ensure that the name change is reflected in security documents and any other authorizations issued by other organizations.

6.5 Discontinuances

A permittee who wishes to discontinue the project at any time prior to the expiry of the permit can request **an amendment to the expiry date** by submitting a written request to the Board. This type of request must be submitted at least ten days prior to the proposed expiry date.⁴⁶ If the project (or part of the project) is located on private lands, the permittee must also notify the landowner.⁴⁷ Similarly, the permittee is encouraged to notify the landowner for projects on territorial or federal lands. (See [Appendix B](#) for contact information.)

Discontinuance requests are not circulated for public review; however, the Board will contact the Inspector prior to considering the request. If the Board approves the request, the Board will issue an amended permit with the new expiry date.

⁴⁵ See section 38 of the [MVLUR](#).

⁴⁶ See subsection 37(2) of the [MVLUR](#).

⁴⁷ See subsection 37(1) of the [MVLUR](#).

A final plan (see [section 5.4](#)) will be required within 60 days of the completion of the project or the expiration of the permit (whichever occurs first). In many cases, the permittee should submit the final plan along with the discontinuance request; however, this will depend on proposed new expiry date and the timeline for completing the project. Permittees are encouraged to discuss their plans with an Inspector.

6.6 Storage Authorizations

A permittee may apply for Board authorization to store any items used in connection with the project for up to one year following expiration of a permit.⁴⁸ Otherwise, after the project is complete, the permittee must remove all structures, temporary buildings, machinery, equipment, materials, fuel drums and other storage containers, and any other items used in connection with the project.

The storage authorization application package must include:

- A complete Storage Authorization Application Form;⁴⁹
- Written agreement from the landowner to allow the proposed storage;
- An Engagement Record for the proposed storage; and
- Any other information that would support the proposed storage, including project status.

There are no fees associated with storage authorization applications.

Although the Board can approve storage authorizations for expired permits, the permittee should submit the application at least 45 days prior to the expiry of the permit to avoid any potential charges that may be incurred if the storage authorization is not in place prior to the expiry of the permit. Storage authorizations do not typically undergo public review prior to being considered by the Board.

A permittee may apply for a storage authorization up to two times, each for a maximum of one year. Unless a new storage authorization is approved or a new permit is issued, the permittee must remove all structures, temporary buildings, machinery, equipment, materials, fuel drums and other storage containers, and any other items being stored prior to the expiry date of the storage authorization.

A permittee may request final clearance for the permit while a storage authorization is in place; however, note that a permit may be required to complete closure and reclamation activities if permitting criteria will be exceeded (see [section 2](#)), and the permittee remains responsible for all obligations and liabilities under the permit and the MVLUR until the Board has granted final clearance (see [section 5.4](#)).

Storage authorizations cannot be assigned.

⁴⁸ See section 16 of the [MVLUR](#).

⁴⁹ The Storage Authorization Application Form can be found on each Board's website on the Apply for Permit/Licence page: [GLWB](#), [MVLWB](#), [SLWB](#), and [WLWB](#).

Appendix A - Land and Water Board Contact Information

For more information, please contact:



Gwich'in Land and Water Board
www.glwb.com
867-777-4954



Mackenzie Valley Land and Water Board
www.mvlwb.com
867-669-0506



Sahtu Land and Water Board
www.slwb.com
867-598-2413



Wek'èezhìi Land and Water Board
www.wlwb.ca
867-765-4592

Appendix B - Contact Information for Landowners

Tłıchǫ Lands

Tłıchǫ Lands Protection Department

Tłıchǫ Government
Box 412
Behchokq, NT X0E 1X0
Phone: (867) 392-6381
Fax: (867) 392-6406

Gwich'in Private/Settlement Lands

Gwich'in Tribal Council

Land Administration & Resource Management
P.O. Box 1509
Inuvik, NT X0E 1X0
Phone: (867) 777-7900
Fax: (867) 777-7919
<https://gwichintribal.ca/>

Sahtu

Sahtu Secretariat Incorporated

PO Box 105
Délıne, NT X0E 0G0
Phone: 867-589-4719
Fax: 867-589-4908
<https://www.sahtu.ca/>

Délıne Got'ıne Government

PO Box 156
Délıne, NT X0E 0G0
Phone: (867) 589-4224
Fax: (867) 589-4230
<https://www.deline.ca/en/government/>

GNWT-Administered/Controlled Areas

GNWT – Department of Lands

Box 1320
Yellowknife, NT X1A 2L9
Phone: (855) 698-5263
Fax: (867) 669-0905
<https://www.lands.gov.nt.ca/>

Federal Areas

Resource & Land Management

Crown-Indigenous Relations and Northern Affairs Canada

P.O. Box 1500
4th Floor, Gallery Building
Yellowknife, NT X1A 2R3
Phone: (867) 669-2522
Fax: (867) 669-2700

Appendix C - Other Potential Authorizations

The following guidance documents or websites list other potential authorizations for various land use activities:

Activity	Guidance Documents
Water Use and Deposit of Waste	MVLWB Guide to the Water Licensing Process
Access: Roads and Trails	Northern Land Use Guidelines - Access: Roads and Trails (see section 2.2 Permitting)
Camp and Support Facilities	Northern Land Use Guidelines - Camp and Support Facilities (see section 2.1 Permitting)
Pits and Quarries	Northern Land Use Guidelines - Pits and Quarries (see section 2.2 Permitting Requirements)
Seismic Exploration	Northern Land Use Guidelines - Northwest Territories Seismic Operations (see section 2.1 Permitting)
Mineral Exploration	Acquiring Mineral Rights in the Northwest Territories GNWT Mining Recorder's Office
Oil and Gas	Office of the Regulator of Oil and Gas Operations – Operating Requirements Page National Energy Board - Applications and Filings Home Page
All Projects	GNWT-ENR - Wildlife Management and Monitoring Plans
All Projects Near Water	Fisheries and Oceans Canada - Review Information for Projects Near Water

Please note that the links above may not describe all of the authorizations that are required. Applicants are encouraged to contact the following responsible authorities for more information:

Northern Projects Management Office: [NPMO's Services](#)

Fisheries and Oceans Canada: [Central and Arctic Region Offices](#)

Office of the Regulator of Oil and Gas Operations: [Contact Information](#)

National Energy Board: [Contact Information](#)

Transport Canada: [Contact Information](#)

Parks Canada: [Contact Information](#)

Environment and Climate Change Canada: [Contact Information](#)

Government of the Northwest Territories – Lands: [Contact Information](#)

Government of the Northwest Territories – Environment and Natural Resources: [Permits and Licences](#)

Government of the Northwest Territories – Department of Infrastructure: [Contacts for Regional Offices for Highway Access Permit](#)

Appendix D - Impact- Mitigation Table

Using the Impact-Mitigation Table below, identify all proposed activities, potential impacts, and possible mitigations that are relevant to the proposed project. Applicants for type A water licences must fill out the detailed Table below; other applicants may choose to use either the simplified Table in the Application Form, or the detailed Table below, unless the Board provides specific direction on which Table the applicant must use. Note the Table is not exhaustive and not all impacts in the Table will apply to all projects. All information provided should reflect the size, scale, and nature of the proposed project. Cumulative impacts and climate change must be considered.

For the identified potential impacts, describe proposed mitigations, including environmental management systems, treatment systems, and monitoring programs, and explain how the potential effects of climate change were considered. Indicate whether any of the mitigation measures have been developed as a result of input from affected parties and identify any best practices or guidance documents that will be used. In many cases, appropriate mitigations have been developed and approved by the LWBs in the form of standard conditions (see Standard [Land Use Permit](#) and [Water Licence](#) Conditions Templates). Applicants are encouraged to consult these standard conditions and utilize them in proposed mitigations where appropriate.

Further information on potential impacts is also available in the Review Board's [Environmental Impact Assessment Guidelines](#) and [Socio-Economic Impact Assessment Guidelines](#).

ABIOTIC COMPONENTS			
Land			
Extent of land area to be disturbed (m ² or ha)			
Are sensitive land features present? If so, indicate the type(s): karsts, eskers, ice patches, mineral licks, hot and warm springs, glacial refugia, other			
Extent of sensitive land areas to be disturbed (m ² or ha)			
Potential Impacts	Activity <i>Use an "x" to indicate which apply</i>	X	Potential Project Impacts and Proposed Mitigations <i>Using the list at left, describe the potential impact(s) of each identified Project activity and the proposed measure(s) to reduce each of these impacts.</i>
<ul style="list-style-type: none"> Soil contamination Soil compaction 	Clearing of timber, brush, or vegetation mat		
	Stripping of overburden		
	Bulk soil sampling		

<ul style="list-style-type: none"> • Destabilization/erosion • Change in soil structure • Inability to support vegetation • Other 	Trenching, diamond drilling, geotechnical borehole drilling		
	Cut and fill		
	Oil and gas exploration well drilling		
	Directional drilling (underground)		
	On-site storage or disposal of wastes (domestic garbage, sewage, waste petroleum products, drilling waste and hydraulic flowback fluids, hazardous wastes, etc.)		
	Transfer, storage, and use of petroleum products and/or chemicals		
	Transfer, storage, and use of explosives		
	Use of fertilizers, pesticides, herbicides		
	Use of motorized and heavy equipment		
	Other		
Water			
Groundwater			
Is groundwater present? If so, indicate the type(s): shallow, deep, fresh, saline			
Potential Impacts	Activity <i>Use an "x" to indicate which apply</i>	X	Potential Project Impacts and Proposed Mitigations <i>Using the list at left, describe the potential impact(s) of each identified Project activity and the proposed measure(s) to reduce each of these impacts.</i>
<ul style="list-style-type: none"> • Water table alteration • Infiltration changes • Changes in water quality • Temperature changes • Other 	Withdrawal of groundwater		
	Trenching, diamond drilling, geotechnical borehole drilling		
	Installation of groundwater monitoring wells		
	Directional drilling (underground)		
	Oil and gas exploration well drilling		
	Clearing of timber, brush, or vegetation mat		
	Stripping of overburden		
	Transfer, storage, and use of petroleum products and/or chemicals		
	Other		
Permafrost			
Is permafrost present? If so, indicate the type(s): continuous or discontinuous			

Extent of permafrost area to be disturbed (m ² or ha)			
Potential Impacts	Activity <i>Use an "x" to indicate which apply</i>	X	Potential Project Impacts and Proposed Mitigations <i>Using the list at left, describe the potential impact(s) of each identified Project activity and the proposed measure(s) to reduce each of these impacts.</i>
<ul style="list-style-type: none"> Loss or change in extent Changes in seasonal fluctuations Change in persistence 	Clearing of timber, brush, or vegetation mat		
	Stripping of overburden		
	Construction of structures (buildings, water or waste management facilities, etc.)		
	Construction (development or alteration: widening, straightening, detours), maintenance, and operation of lines, trails, or rights-of-way		
	Trenching, diamond drilling, geotechnical borehole drilling		
	Other		
Surface Water			
Is surface water present? If so, indicate the type(s): lake, river, stream, wetland (bog, marsh, swamp, fen), seasonal, year-round			
Potential Impacts	Activity <i>Use an "x" to indicate which apply</i>	X	Potential Project Impacts and Proposed Mitigations <i>Using the list at left, describe the potential impact(s) of each identified Project activity and the proposed measure(s) to reduce each of these impacts.</i>
<ul style="list-style-type: none"> Water flow or level changes (permanent, temporary, seasonal) Drainage pattern changes Temperature changes Changes in water quality Wetland impairment Changes to aquatic habitat (see Biotic section below) Other 	Withdrawal of water from a watercourse		
	Retaining, storing, or diverting water		
	Construction and use of a watercourse crossing (bridge, ford)		
	Watercourse alteration (ditch construction, channeling, training, installation of culvert)		
	Construction of dams and impoundments		
	Direct or indirect disposal of waste into water		
	Clearing of timber, brush, or vegetation mat near a watercourse		

	Stripping of overburden adjacent to a watercourse		
	Excavation or stockpiling of earth or gravel adjacent to a watercourse		
	Use of motorized or heavy equipment adjacent to, within, or through a watercourse		
	Transfer, storage, and use of petroleum products and/or chemicals near a watercourse		
	Use of fertilizers, pesticides, or herbicides		
	Other		
Air			
If applicable, indicate the type(s) of air pollutants: aerosols, particulate matter, noxious gases, volatile organic carbons, hazardous air pollutants, dust, other			
Indicate the estimated maximum dispersal distance			
Potential Impacts	Activity <i>Use an "x" to indicate which apply</i>	X	Potential Project Impacts and Proposed Mitigations <i>Using the list at left, describe the potential impact(s) of each identified Project activity and the proposed measure(s) to reduce each of these impacts.</i>
<ul style="list-style-type: none"> Changes in air quality Harm to living things Increased greenhouse gases Other 	Burning of fossil fuels		
	Mobilization and operation of equipment for construction and operational activities		
	Release of underground gases		
	Increased road traffic		
	Other		
BIOTIC COMPONENTS			
Vegetation			
If vegetation will be removed or compacted, indicate type(s): trees, shrubs, thickets, muskeg, Species at Risk plants, may-be-at-risk plant species, other			
Extent of vegetation to be removed or compacted (m ³ or ha)			

Potential Impacts	Activity <i>Use an "x" to indicate which apply</i>	X	Potential Project Impacts and Proposed Mitigations <i>Using the list at left, describe the potential impact(s) of each identified Project activity and the proposed measure(s) to reduce each of these impacts.</i>
<ul style="list-style-type: none"> • Direct loss of vegetation • Loss of Species at Risk or may-be-at-risk plants • Change in species composition • Introduction of non-native (invasive) species • Effects on plant health (dust, metals, toxins) • Increased risk of fire • Compaction of vegetation • Other 	Clearing of timber, brush, or vegetation mat		
	Stripping of overburden		
	Construction (development or alteration: widening, straightening, detours), maintenance, and operation of lines, trail, or rights-of-way		
	Construction of structures (buildings, water or waste management facilities, etc.)		
	Reclamation activities (levelling, contouring, placement of fines or woody debris, re-vegetation, fertilization)		
	Use of motorized and heavy equipment		
	Burning of fossil fuels		
	Increased road traffic		
	Transfer, storage, and use of petroleum products and/or chemicals		
	Excavation or stockpiling of earth and/or gravel		
	Other		
Terrestrial Wildlife Habitat			
If sensitive wildlife habitat is present, indicate type(s): Species at Risk (SAR), Canadian Important Bird Areas, migratory birds, keystone species, wildlife corridor			
Extent of sensitive wildlife habitat to be removed or disturbed (m ³ or ha)			
If wildlife habitat will be removed or disturbed, indicate type(s): ungulates, furbearers, carnivores, small mammals, birds, insects, sensitive wildlife habitat (as noted above)			
Extent of wildlife habitat to be removed or disturbed (m ³ or ha)			

Potential Impacts	Activity <i>Use an "x" to indicate which apply</i>	X	Potential Project Impacts and Proposed Mitigations <i>Using the list at left, describe the potential impact(s) of each identified Project activity and the proposed measure(s) to reduce each of these impacts.</i>
<ul style="list-style-type: none"> • Direct loss or removal of habitat, dens, or nests • Loss or removal of keystone species and/or SAR habitat • Fragmentation of wildlife corridor • Direct injury or mortality • Disturbances to key lifecycle stages: breeding, feeding, nesting, staging • Effects on population abundance • Change in species diversity • Effects on wildlife health (toxins, metals, etc.) • Changes to migratory movement patterns • Changes to predator-prey relationships • Human-wildlife conflicts • Other 	Clearing of timber, brush, or vegetation mat		
	Stripping of overburden		
	Construction of structures (buildings, water or waste management facilities, etc.)		
	Construction (development or alteration: widening, straightening, detours), maintenance and operation of lines, trails, or rights-of-way		
	Increased traffic risk to wildlife		
	Increased human presence		
	Noise (use of heavy equipment, blasting, crushing, drilling)		
	Transfer, storage, and use of petroleum products and/or chemicals		
	On-site storage or disposal of wastes (domestic garbage, sewage, waste petroleum products, drilling waste and hydraulic flowback fluids, hazardous wastes, etc.)		
	On-site disposal of domestic wastes (burning, burying)		
	Other		
Aquatic Habitat			
Indicate types of aquatic species: Species at Risk, fish, mammals (furbearers), amphibians, aquatic macroinvertebrates, insects, aquatic macrophytes			
Extent of aquatic habitat removed or disturbed for breeding, feeding, nesting, staging (m ³ or ha)			

Potential Impacts	Activity <i>Use an "x" to indicate which apply</i>	X	Potential Project Impacts and Proposed Mitigations <i>Using the list at left, describe the potential impact(s) of each identified Project activity and the proposed measure(s) to reduce each of these impacts.</i>
<ul style="list-style-type: none"> Breeding disturbances Change in species diversity Effects on health (toxins, metals, sediment, etc.) Changes to migratory movement patterns Changes to predator-prey relationships Effects on population abundance Change in species diversity Other 	Clearing of timber, brush, or vegetation mat near a watercourse		
	Stripping of overburden adjacent to a watercourse		
	Blasting near a watercourse		
	Construction and use of a watercourse crossing (bridge, ford)		
	Watercourse alteration (ditch construction, channeling, training, installation of culvert)		
	Use of motorized or heavy equipment adjacent to, within, or through a watercourse		
	Withdrawal of water from a watercourse		
	Retaining, storing, or diverting water		
	Construction of dams and impoundments		
	Direct or indirect disposal of waste into water		
	Other		
CULTURAL COMPONENTS			
Wildlife Harvesting			
Are harvesting areas present? If so, indicate type(s): Community Harvesting Areas, Special Harvesting Areas, Group Trapping Areas, etc.			
Extent of overlap of Project area with harvesting areas identified above (fish lakes, trapping or hunting areas) (m ³ or ha)			
Potential Impacts	Activity <i>Use an "x" to indicate which apply</i>	X	Potential Project Impacts and Proposed Mitigations <i>Using the list at left, describe the potential impact(s) of each identified Project activity and the proposed measure(s) to reduce each of these impacts.</i>
	Clearing of timber, brush, or vegetation mat		

<ul style="list-style-type: none"> Loss or reduction in game species populations Effects on traditional land use, subsistence, and harvesting rights Other 	Stripping of overburden		
	Noise (use of heavy equipment, blasting, crushing, drilling)		
	Oil and gas exploration well drilling		
	Construction (development or alteration: widening, straightening, detours), maintenance and operation of lines, trails, or rights-of-way		
	Increased traffic risk to wildlife		
	Withdrawal of water from a watercourse		
	Direct or indirect disposal of waste into water		
	Other		

Cultural Integrity and Heritage Resources

<p>If present, indicate types: places of significant cultural or spiritual value, heritage sites, important subsistence and harvesting areas (group trapping areas, camps and, log and timber harvesting areas, berry picking and medicine plant gathering areas), traditional trails, burial sites, sacred sites, archaeological or historic sites, artifacts and other objects of historical, cultural, or religious significance, historical or cultural records</p>			
Potential Impacts	Activity <i>Use an "x" to indicate which apply</i>	X	Potential Project Impacts and Proposed Mitigations <i>Using the list at left, describe the potential impact(s) of each identified Project activity and the proposed measure(s) to reduce each of these impacts.</i>
<ul style="list-style-type: none"> Change to or loss of cultural integrity Change to or loss of traditional lifestyle Change to or loss of heritage resources Other 	Clearing of timber, brush, or vegetation mat		
	Noise (use of heavy equipment, blasting, crushing, drilling)		
	Construction of structures (buildings, water or waste management facilities, etc.)		
	Construction (development or alteration: widening, straightening, detours), maintenance and operation of lines, trails, or rights-of-way		
	Increased human presence		
	Withdrawal of water from a watercourse		

	Retaining, storing, or diverting water		
	Construction of dams and impoundments		
	Direct or indirect deposit of waste into water		
	Other		
Social and Economic Well-being			
Potential Impacts	Activity <i>Use an "x" to indicate which apply</i>	X	Potential Project Impacts and Proposed Mitigations <i>Using the list at left, describe the potential impact(s) of each identified Project activity and the proposed measure(s) to reduce each of these impacts.</i>
<ul style="list-style-type: none"> Increased human health hazard and risk Economic opportunities or losses (employment, training) Change in ecological, cultural, social, or economic values identified for protection in approved Land Use Plans Impairment of the recreational or traditional uses of the land or water Impairment of the aesthetic quality of the land or water Changes to the use of the area by other non-Indigenous people (e.g., trappers, outfitters, residents, hunters, forest harvesters, other authorized projects) Other 	Noise (use of heavy equipment, blasting, crushing, drilling)		
	Transfer, storage, and use of petroleum products and/or chemicals		
	On-site storage or disposal of wastes (domestic garbage, sewage, waste petroleum products, drilling waste and hydraulic flowback fluids, hazardous wastes, etc.)		
	Construction (development or alteration: widening, straightening, detours), maintenance and operation of lines, trails, or rights-of-way		
	Construction of structures (buildings, water or waste management facilities, etc.)		
	Increased human access and presence		
	Operating in a remote location inaccessible or not easily accessible by emergency aid		
	Withdrawal of water from a watercourse		
	Retaining, storing, or diverting water		
	Construction of dams and impoundments		
	Direct or indirect deposit of waste into water		
	Other		