

How to Complete a Notification Form

OFFICE USE ONLY		Application #
Date Rec'd (yyyy/mm/dd)	Ext. Ref. #	NSE File #

Important Note

The notification form must be received by Nova Scotia Environment **at least 5 days before work commences**. Work may only start after you (the notifier) have received a notification receipt from the department.

Our Service Standard


If you provide your email address and your notification is complete, Nova Scotia Environment will aim to send you the **notification receipt by email within 5 days**. If there is no email provided, Nova Scotia Environment will aim to put the **notification receipt in the mail within 5 days**.

Please ensure your form is complete

PLEASE PRINT OR TYPE. Complete sections 1, 3, 4, applicable parts of 5, and 6 or the notification will not be accepted. Please keep a copy of your notification form. Incomplete forms will not be returned to the notifier. You will receive a letter if your notification is incomplete.

Please check one

Type of notification:	New <input type="checkbox"/>	Renewed <input type="checkbox"/>	Amended <input type="checkbox"/>	If this is a renewed or amended notification, provide previous notification # _____
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Explanation of boxes

New: if notification is for new activity.

Renewed: if notification is to renew the notification for an activity submitted in a previous year, please indicate previous notification number in the box above.

Amended: if notification is to amend information provided for an activity that had previously been submitted for notification, indicate the previous notification number in the above box.

Note: “previous notification number” will be on the Notification Receipt you received.

Blue-shaded fields must be completed in order for your notification to be successful. If any of the information in the shaded fields is missing, your notification will be considered incomplete.

SECTION 1 – NOTIFIER (Mandatory)

Complete this section. The notifier is the person who will receive the notification receipt.

Notifier: Are you the owner of the property where the activity will take place <input type="checkbox"/> ; the person with primary responsibility for the designated activity, such as a certified watercourse alteration sizer or installer <input type="checkbox"/> ; an agent for the owner or the person with primary responsibility? <input type="checkbox"/> . <i>Please check one of the boxes.</i>					
Company/Organization/Municipality <i>If there is no company/ organization/ municipality name, please provide the a first and last name below.</i>					
Business Number (BN) <i>if applicable</i>					
Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Other:			Professional Designation		
First Name		Middle Initial		Family Name	
Phone <i>Provide one phone number</i>	Home ()	Business ()	Ext.	Other ()	Ext.
Fax ()		E-mail <i>Provide an email if you would like your receipt sent by email.</i>			
Civic/Street Address					
Mailing Address (if different than Civic)					
County			City/Town		
Province		Postal Code		Country	

SECTION 2 – NOTIFICATION CONTACT (Optional)

Complete only if you want NSE to send official correspondence to someone in addition to the notifier.

Company/Organization/Municipality					
Business Number (BN) <i>if applicable</i>					
Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Other:			Professional Designation		
First Name		Middle Initial		Family Name	
Phone	Home ()	Business ()	Ext.	Other ()	Ext.
Fax ()		E-mail			
Civic/Street Address					
Mailing Address (if different than Civic)					
County			City/Town		
Province		Postal Code		Country	

SECTION 3 – SITE/LOCATION OF ACTIVITY (Mandatory)

Complete this section. Provide all information about the location of the activity in the fields below.

Property Identification numbers (PID) are available at Service Nova Scotia.

1:50,000 Topographic Maps (identifying Easting and Northing) are available at Nova Scotia Environment.

Watercourse Name: <i>If there is no watercourse name, please provide the "Tributary to" the watercourse in the field below.</i>	
Tributary to:	Watershed name: <i>For help determining the watershed, please refer to https://www.novascotia.ca/nse/water.strategy/docs/WaterStrategy_NSWatershedMap.pdf</i>
Site Name:	
Civic/Street Address	
County	Community
Property Identification # (PID)	1:50,000 Topographic Map #
Grid Reference UTM NAD 83 Only Easting (6)	Northing (7)

You must provide the PID. Use the PID where the activity will take place or the property directly adjacent to the watercourse where the work will take place.

Please check you have the correct Community to match your PID. If the correct community is not provided, the notification will be considered incomplete. You can find out your community by checking the deed for your property. If you are unsure about the community or if you think your community has changed, please contact the Land Registry Office.

You must provide the Easting and Northing for your alteration. The provincial standard for grid references is UTM NAD83. You can find your Easting and Northing with a GPS, Google Earth, or using 1:50,000 topographic map. Please refer to page 8, UTM (Universal Transverse Mercator) Collection for more guidance on how to find the Easting and Northing.

SECTION 4 – ACTIVITY (Mandatory)

Complete this section. Check only one box to indicate the type of watercourse alteration you are doing. Please check to make sure your project scope falls within the limits of what is eligible for a notification.

Please check (✓) activity that applies. Refer to [Activities Designation Regulations](#) to make sure the activity can be completed under a notification, otherwise an application for approval may be required.

Watercourse alterations (work between June 1 and September 30 only)

- Bank alteration (restricted to 5 m or less; watercourse bed is not disturbed). **Complete section 5A.**
- Work to improve fish habitat (not to exceed 15 m; no use of vehicular machinery). **Complete section 5B.**
- Maintenance of structure in watercourse (does not include removal, replacement, expansion or reductions; work done below the ordinary high water mark). **Complete section 5C**
- Culvert or closed bottom structure (on watercourse sloped less than 8%; watershed area not exceeding 20 km²; length of structure 25 m or less). **Complete section 5D.**
- Bridge or other open bottom structure (watercourse bed is not disturbed; bridge with maximum span 15 metres; other open bottom structure with maximum length of 25 m and maximum span of 3600 mm). **Complete section 5E.**

Proposed Project Dates (yyyy/mm/dd)

You must provide projected start and end dates for the project. All work taking place under a notification must happen between June 1 and September 30.

Start Construction Date:

End/Closure Date:

SECTION 5 – ACTIVITY DETAILS (Mandatory)

You must complete the section that corresponds with the box checked in Section 4.

5A - All of the following information must be provided for a **bank alteration** in a watercourse or the notification will not be accepted.

Check one of the boxes below and indicate the total length of the bank alteration.

Purpose of bank alteration (**check at least one**):

- erosion protection wharf or boat launch water intake other _____

Bank Alteration: length _____ m (cannot exceed 5 metres*) * if this is exceeded then you must submit an application for approval.

Information for the certified installer will be required as of October 2016.

Name of certified watercourse alteration installer (required after October 2016) _____

Phone # _____ Certification # _____

5B - All of the following information must be provided for **work to improve fish habitat** in a watercourse or the notification will not be accepted.

Description of work to improve fish habitat:

Provide a short project description including the scope of the project, the type of installation (e.g., digger logs, rock sills, etc.) and how the work will be done (e.g., what kind of tools will be used).

Length of watercourse alteration _____ m (cannot exceed 15 m*) * if this is exceeded then you must submit an application for [approval](#).

Information for the certified installer will be required as of October 2016.

Name of certified watercourse alteration installer (required after October 2016) _____

Phone # _____ Certification # _____

5C - All of the following information must be provided for **maintenance of structures** in a watercourse or the notification will not be accepted.

Description of maintenance:
 Provide a short project description, with project scope and the type of structure undergoing maintenance. Note that any change to the size of the structure is considered a modification and means the activity does not qualify under the "maintenance" notification category.

Note: Information for the certified installer will be required as of October 2016.

Name of certified watercourse alteration installer (required after October 2016) _____

Phone # _____ Certification # _____

5D - All of the following information must be provided for a **culvert or other closed bottomed structure**, or the notification will not be accepted.

The Watercourse Alteration Sizer course teaches how to determine the information requested below. Please refer to the certification training manual for guidance. All of the following information must be provided. Information for this section should be supplied by the Professional Engineer or Certified Sizer involved in your project.

Information about the watercourse:
 Up-stream Drainage Area _____ (km²) (cannot exceed 20 km²*)
 Watercourse Slope _____ % (cannot exceed 8%*)
 Watercourse Velocity _____ (m/s)
 Watercourse Channel Width _____ (m)
 Watercourse Channel Depth _____ (m)

Information about the construction (check one):
 New construction ; Removal ; Replacement ; Expansion ; or Reduction

Length of culvert _____ (m) (Cannot exceed 25 m, if so submit an application for [approval](#).)
 Diameter of culvert _____ (mm)
 Length of dissipation pool _____ (m)
 Width of dissipation pool _____ (m)

Watercourse slope (check one):
 Culvert on a watercourse with 0.5% slope or less; or
 Culvert on a watercourse with slope between 0.5% and 8.0% (Requires a Professional Engineer to design)
 If you have determined that, according to the *DFO Guidelines for the design of fish passage for culverts in Nova Scotia*, the physical habitat in the area of the culvert does not support fish, please note this somewhere in the blank space on the form.

Provide the name and phone number of the certified sizer or Professional Engineer and their certification/ registration number.

Name of certified watercourse alteration sizer or professional engineer _____

Phone # _____ Certification # _____

Information for the certified installer will be required as of October 2016.

Name of certified watercourse alteration installer (required after October 2016) _____

Phone # _____ Certification # _____

5E - All details below must be provided for a **bridge or other open bottomed structure** or notification will not be accepted.

The Watercourse Alteration Sizer course teaches how to determine the information requested below. Please refer to the certification training manual for guidance. All of the following information must be provided for this section. Information for this section should be supplied by the Professional Engineer or Certified Sizer involved in your project.

Information about the watercourse:

Up-stream Drainage Area _____(km²)(cannot exceed 20 km²*)

Watercourse Velocity _____(m/s)

Watercourse Channel Width _____(m)

Watercourse Channel Depth _____(m)

Information about the construction (*check one*):

New construction ; Removal ; Replacement ; Expansion ; or Reduction

Check one and complete the information under the section checked:

Bridge/concrete span;
Provide width of span _____(m) (cannot exceed 15 m*)

Or

Pipe arch/open bottom structure
Provide width of structure _____(mm) (cannot exceed 3600 mm*)
Provide length of structure _____(m) (cannot exceed 25 m*)

* if this is exceeded then you must submit an application for [approval](#).

Provide the name and phone number of the certified sizer or Professional Engineer and their certification/ registration number.

Name of certified watercourse alteration sizer or professional engineer _____

Phone # _____ Certification # _____

Information for the certified installer will be required as of October 2016.

Name of certified watercourse alteration installer (required after October 2016) _____

Phone # _____ Certification # _____

SECTION 6 – DECLARATION (Mandatory)

Complete this section by checking one of the boxes, reading the declaration statements and signing that you agree with the declaration statements.

Please **check one** option that applies to your situation in the following statement:

You must check one of the following boxes.

- I own the site,
- I have a lease or other written agreement or option with the landowner or occupier that enables me to carry out the activity on the site, or
- I have the legal right or ability to carry out the activity without the consent of the landowner or occupier.

I **agree** that the information I have provided in this Notification, including personal information, may be disclosed to the Department of Fisheries and Oceans.

I **understand** that I must provide all information about the activity, such as sketches, plans, and calculations, if requested by Nova Scotia Environment for a compliance audit

I **have read and understand** the regulations and standard that applies to the activity to which the notification relates, including the Nova Scotia Activities Designation Regulations, and the Nova Scotia Approval and Notification Procedures Regulations.

I **verify** that I will carry out the activity in compliance with the *Environment Act* and the applicable regulations and standard.

I agree with all of the declaration statements. You must sign and date the form. Scanned signatures will be accepted.

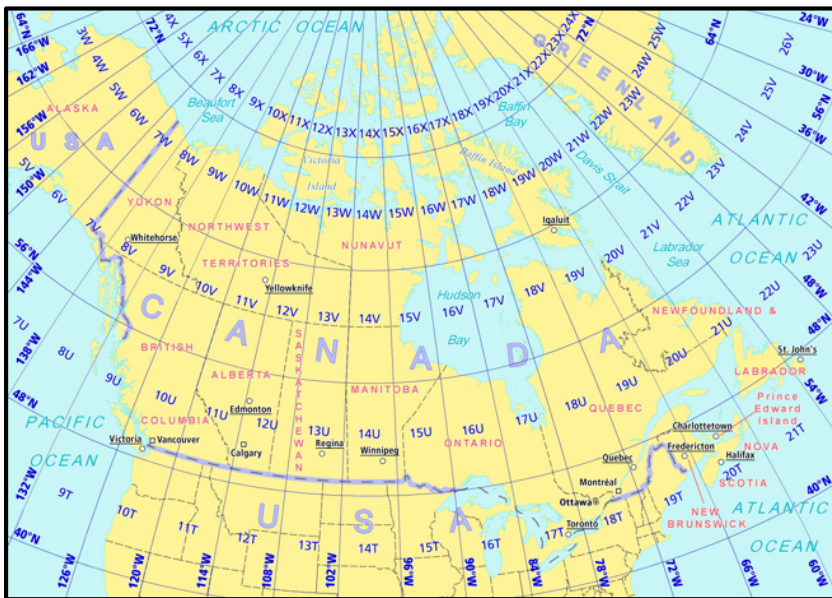
Notifier's signature

Date (yyyy/mm/dd)

UTM (Universal Transverse Mercator) Collection

UTM: Acronym for *universal transverse Mercator*. A projected coordinate system that divides the world into 60 north and south zones, 6 degrees wide. <http://support.esri.com/en/knowledgebase/GISDictionary/term/UTM>

Nova Scotia is broken up into 3 UTM Zones, Zone 19, Zone 20 and Zone 21. The majority of the province will fall into Zone 20. Zone 19 is a small area close to Yarmouth, Zone 21 is a small area close to Glace Bay on Cape Breton Island. (See Zones below) The X and Y values for UTM coordinates are called Northing and Easting. **Nothing is a 6 digit number; Easting is a 7 digit number.**



<http://www.cccmaps.com/gps.html>

There are three easy ways to collect UTM coordinates, you can use a GPS unit, Google Earth or take them directly from a 1:50,000 topographical sheet. (NTS)

1. GPS Collection:

The first thing to do is enter your GPS unit's set-up screen to set up the GPS to collect in UTM. Use your supplied user manual to accomplish this. Most Garmin GPS units will follow the following procedure: (There may be slight variations of these directions depending on which GPS you have.)

Main Menu > Setup > Scroll down to the Position Format > Scroll down to UTM Grid > select UTM UPS > Map Datum NAD83

***Always take note of what zone you are collecting in and write that information down

***** **Now any point you collect will be in a UTM format.**

2. Google Earth:

Install Google Earth on your machine if you do not have it. Click on the “Tools” dropdown menu and select “Options” This window will open:

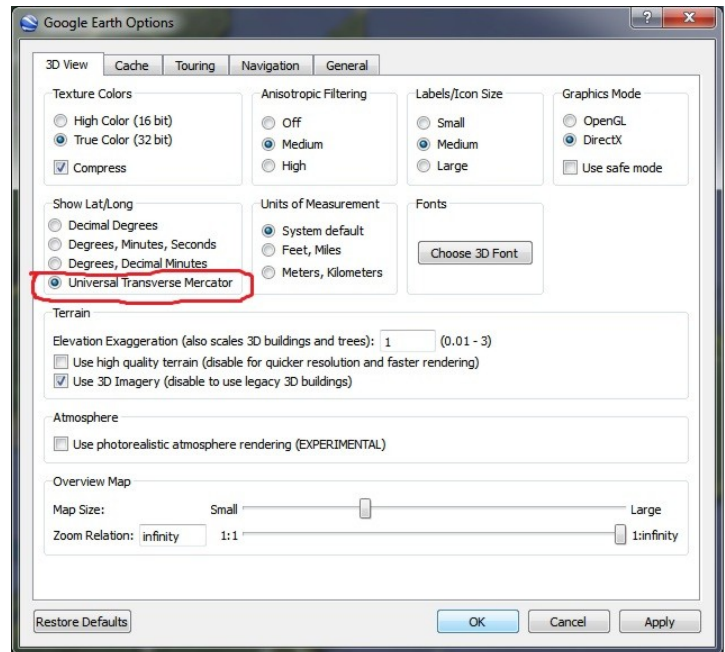
Change the default setting of Degrees, Min, Seconds to Universal Transverse Mercator in the Show Lat/Long section of the options box(see graphic) Then click “OK”.

Depending on where you move the cursor the UTM coordinates will be displayed in the lower right hand corner of the google maps screen. Google earth also provides you with the zone automatically depending on what part of the province the curser is on. (See below)

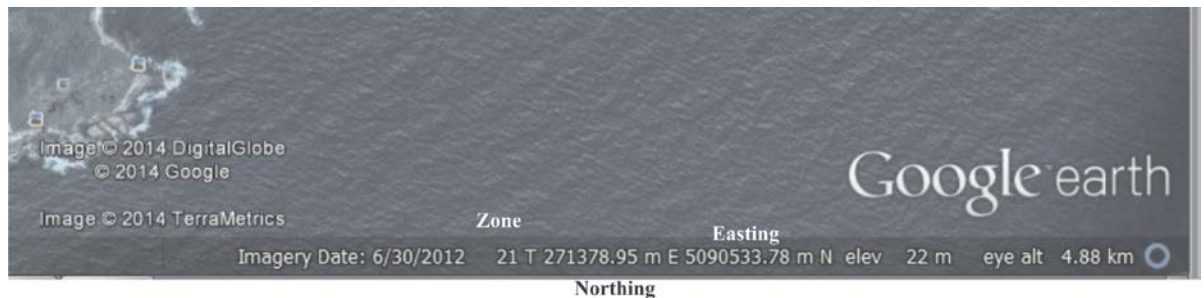
3. NTS Sheet (1:50,000 Topo)

Civilian UTM Grid Reference System

Horizontal lines are designated by their distance from the equator in metres. Because Canada's southernmost point is about 4 620 000 metres from the equator, all horizontal lines in Canada have a "northing" value above that figure. Vertical lines are measured from a separate point for each zone, namely, an imaginary line lying 500 000 metres west of the zone's central meridian. Actually, zones never attain the full width of 1 000 000 metres which such a measurement suggests; in fact, in northern Canada, zone widths shrink to as little as 80 000 metres (40 000 metres on either side of the central meridian). In practice, this means that vertical lines are counted from the central meridian or 500 000 metre line, those to the left of it having an "easting" value of less than 500 000 metres, and those on the right having a value above that.



The number of metres north of the equator represented by the bottom horizontal grid line on a map is always shown in the lower left-

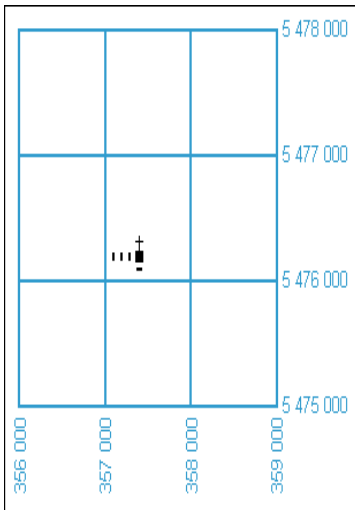


hand corner of the map. Similarly, the number of metres east of the zero vertical line represented by the left vertical grid line is also shown in the lower left-hand corner.

If a given point on a map is positioned exactly at the intersection of a vertical and horizontal line, its location may be read off simply from the map margins. Its full designation or its "coordinates" would include the zone number, followed by the easting and northing values. On a 1 000-metre grid, these coordinates might read: **Zone 14, 357 000, 5 476 000**. The values of the first vertical and horizontal lines appearing in the southwest corner of the map are given in full. The other grid lines are numbered in an abbreviated fashion.

Few points, however, are conveniently located at grid intersections. Usually the point to be described (such as the church in Figure 4, right) is somewhere between lines. In this case, it is necessary to measure or estimate the distance to the nearest vertical line to the west and to the nearest horizontal line to the south and to add these metric values to the grid values given at the margin.

Figure 4 - Civilian System



As in the above example, if a point is located 400 metres east of the vertical line of 357 000, and 200 metres north of the horizontal line of 5 476 000, its coordinates would be: **Zone 14, 357 400, 5 476 200**. With these three numbers, any point on the northern hemisphere can be unmistakably identified. There is a similar reference in the southern hemisphere, but confusion never results from this.

The civilian system of designating UTM Grid coordinates is straightforward and, since it uses only numbers, it can be handled by digital mapping software and Geographic Information Systems (GIS), an important consideration with any kind of technical data. It does, however, require the use of large and somewhat cumbersome figures. To get around this, military map-makers have developed a somewhat different system consisting of a combination of letter and numbers, the Military Grid Reference System.

Source: This material was updated from *The Universal Transverse Mercator Grid*, Department of Energy, Mines and Resources Canada, Surveys and Mapping Branch, Ottawa, © 1969, The Queen's Printer.