



This "checklist" of submission requirements shall be attached to all Development Permit applications. All of the following information is necessary to facilitate the thorough evaluation and timely decision of your application. To expedite the evaluation, all materials submitted must be clear legible and precise. To achieve this level of customer service, staff has been instructed to accept only complete applications, which include plans prepared to professional drafting standards. Thank you for your cooperation.

All boxes shall be "CHECKED" and information indicated attached to the application.

Email Address: _____

MINIMUM ONE (1) COPY OF THE FOLLOWING: Note that reduced plans must be legible



PRE-APPLICATION MEETING REQUIRED:

Please be advised that a pre-application meeting is mandatory prior to the formal submission of a Development Permit Application. The pre-application requirements are attached and outline the level of detail required.



LOCALITY PLAN: Indicating the location of the proposed plant/lease in a regional context.



SITE PLAN:

- All buildings and structures on the site plan shall be identified. For example, buildings would be numbered and an associated spreadsheet is attached identifying each of the buildings, their purpose/use, square metres.
- Standard information: legal description of the land, civic address, north arrow, plan scale.
- Location and dimensions of the property lines. Please note the adjacent land uses.
- Location of any existing and/or proposed building (dimensioned to the property lines/lease lines).
- Existing utility right-of-ways and easements.
- Proposed front, rear and side yard setbacks (dimensioned to the property/lease lines).
- Proposed parking areas (fully dimensioned).
- On-site roads/rail tracks.



ABANDONED WELL SITE INFORMATION: Refer to ERCB Directive 079.

- Provide a map from ERCB's Abandoned Well Viewer to confirm 1) the location of abandoned wells on the land or 2) confirm that the land is not affected by abandoned wells. The ERCB's Abandoned Well Viewer is available on www.ercb.ca or contact the ERCB Customer Contact Centre at 1-855-297-8311 or e-mail Inquiries@ercb.ca or mail Information Services, ERCB, Suite 1000, 250 – 5 Street SW, Calgary AB T2P 0R4.
- New buildings larger than 47 square metres (505.904 square feet) or additions that make a building larger than 47 square metres (505.904 square feet) shall be setback a minimum of 5 metres from all abandoned well sites.



BUILDING PLANS:

- Floor plans for all structures, (i.e. administration buildings, warehouses, cafeterias) - dimensions of exterior wall space (including cantilevers and projections) and layout of all interior spaces.
- If a restaurant or drinking establishment is proposed include a seating plan, which clearly delineates the area to which the public will have access for the consumption of food or beverages. Please refer to the Regional Municipality of Wood Buffalo Non Smoking Bylaw #00-081.
- Building elevations including: front, sides and rear elevations. Indicate building height (finished grade to underside of eave and top of roof peak), roofing materials and roof pitch. Include a description of exterior finishing materials. Show the location of all proposed openings – doors and windows.



SERVICING PLANS (if connecting to Municipal services):

- Location of all existing services on site and on adjacent lands that may be affected by this development.
- Proposed location of all deep services including water, storm and sanitary services. Include information on service sizes, pipe length and slopes, rim and invert elevations on all manholes and catch basins.
- Proposed location of all shallow utilities including telephone, cable, power and gas services including proposed locations of all transformers and other appurtenances.
- *Please refer to the Regional Municipality of Wood Buffalo Engineering Servicing Standards for more information.*



COPY OF SUSTAINABLE RESOURCE DEVELOPMENT LEASE/A LETTER OF AUTHORIZATION.

From Alberta Sustainable Resource Development if no lease has been granted yet.



APPLICABLE FEES: Fees outlined in Appendix “B”, section 9 of the Land Use Bylaw 99/059. Off site levy or redevelopment fees may be applicable and are required prior to issuance of permit.

Application fees entail \$10 per \$100 000 of construction costs. Included in construction costs are: Fixed equipment and structures:

- All buildings, including such things as administration buildings, power plants, utilities buildings, warehouses, cafeterias, etc.
- Instrumentation and process monitoring equipment.
- Pressure Vessels, coking towers, etc.
- Electrical generating plants/co-generation plants/stream generating plants.
- On-site roads.
- Conveyor systems.
- Water treatment and sewage treatment plants, reservoirs, sewage lagoons, etc.
- Others similar in nature to the above.

Other construction including:

- Earth moving and mine development cost.
- Others similar in nature to the above.

Not included in construction costs are:

Fixed structures:

- Wells and batteries.
- Well pads.
- **All pipelines to and from wells to the plant and from the plant to a refinery.**

Non-fixed equipment and engineering costs including:

- Engineering and design costs.
- Mobile equipment such as heavy trucks, hydraulic shovels, backhoes, loaders, passenger vehicles, graders, scrapers, etc.
- Parts inventories such as replacement parts for mobile equipment, spare pipe, etc.

- Work camps.
- Small tools and hand tools.
- Office equipment such as desks, photocopiers, personal computers, etc.
- Others similar in nature to the above.



SUBMISSION OF DETAILED DESCRIPTION OF ANY NON-CONFORMITY: of the Land Use Bylaw, including a detailed explanation why the Bylaw has not been met.

Please note: a separate information sheet and application pertains to any Project Accommodations that are proposed for the plant.

The personal Information on this form is collected under the authority of Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act. The personal information will be used as contact information and to process your application. If you have any questions regarding the collection or use of this information contact the Supervisor, Support Services, Planning and Development, Timberlea Landing, 309 Powder Drive, T9K 0M3, or call (780) 793-1069.



Pre-application Requirements for Development Permit Applications

Prior to making a development permit application, applicants are required to attend a pre-application meeting. To book a pre-application meeting, please call 780.743.7805 or e-mail pansy.wells@woodbuffalo.ab.ca. You can also contact the planner specific to your area using the map [here](#).

The following types of development permits applications will require a pre-application meeting:

- Multi-family
- Commercial/ Industrial
- Institutional
- New Oil Sands plants and/ or Expansion projects
- Projects requiring a Traffic Impact Assessment
- Projects requiring shoring to support excavation (i.e. underground parkades)
- Projects requiring off-site lay-down areas
- Projects requiring Development Agreements

The following types of issues may be discussed at the meeting:

- the development permit approval process;
- relevant policies and recent directions of Council;
- application submission requirements;
- engineering requirements;
- other types of approvals and/or fees which may be required
- potential areas of concern about the proposal.

The following information must be provided in order to conduct a pre-application meeting

1) A covering letter or e-mail which includes the following information:

- owner/applicant name;
- brief description of the proposal;
- who will attend the meeting in support of the proposal (If possible, ensure that the developer(s), architect(s), engineer(s) and planner(s) involved with designing/managing the development proposal attend the meeting.)

2) Four copies of a concept sketch/plan of the proposal, including:

- building footprint/dimensions;
- setbacks to all lot lines;
- access/driveway location(s) and dimensions;
- proposed elevations (conceptual sketch and proposed heights);
- proposed floor plans;
- preliminary grading information;
- easement information and restrictions;
- parking and other relevant site statistics;
- adjacent street names;
- key map identifying adjacent properties
- municipal address, legal description.

*** All measurements on all drawings must be in metric.**

3) Four copies of a plan of survey (if available).

4) Images of the property and surrounding area.

NOTE: Additional information may be required during the processing of any Development Permit application. Meeting minutes will be provided to the applicant to summarize the issues identified by staff through the pre-consultation review. However, all opinions offered by staff are preliminary, and based on limited information available. Opinions are subject to change pending review of the formal site plan application.