

# Clearing and Grading Permit

Applicant/Developer are required to apply for and receive approval from the Municipality for clearing, grubbing, and grading under the following conditions:

**If the site meets at least one condition, then it will require a Clearing and Grading Permit:**

- Cut-/Fills greater than 400 cubic meters.
- Slopes greater than 20% on subject property or adjacent properties.
- Sites below 248 meters Geodetic Elevation.
- Sites near water bodies, streams, rivers or wetlands.
- Clearing greater than 1000 square meters.
- Work that will result in publicly owned and operated infrastructure.

**Information may be required depending on specific site conditions, as directed by the engineer:**

- Erosion and Sediment Control Plan,
- Cut and Fill Plan (existing and proposed contours),
- Traffic Accommodation Plan,
- Route Haul Permit (if required),
- All stockpile locations,
- Stockpile sizes,
- Duration the stockpile will occupy the space.
- Abandoned Well Map (if required),
- Geotechnical Report.
- Environmental Impact Assessment

## STEP 1

### SUBMIT AN APPLICATION

- Apply online on the RMWB website through E-permitting portal
  - Create an account or sign in at <https://acaprod.rmwb.ca/citizenaccessprod/Default.aspx>
- Apply in person at 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4.
  - You can contact by phone at 780-743-7000 or by email at [permit.inquiries@rmwb.ca](mailto:permit.inquiries@rmwb.ca)
  - After hours: contact the Pulse at 780-743-7000 or toll-free at 1-800-973-9663
  - Conversely download permit application forms under Engineering and Infrastructure Development at <https://www.rmwb.ca/en/permits-and-development/applications-licences-and-permits.aspx>
- Fill out all the applicable information and payment is due and payable at the time of application
  - Attach all required documentation
    - Have a map showing the location of work, approved project drawings, specifications and if requires a Traffic Accommodation Plan following the RMWB's Procedure Manual for Installation of Utilities, Traffic Control & Utilities Manual or designed by a trained individual.

## STEP 2

### REVIEW

- The Clearing and Grading permit is reviewed internally within 5 working days.
- All information and attachments provided by the applicant will be carefully reviewed for compliance.
- The applicant will be contacted if additional information is required.

## STEP 3

### DECISION

- **APPROVED**
  - The applicant will receive an auto generated email, confirming permit has been approved. To access the permit, login to download the permit.
- **NOT APPROVED**
  - The applicant will receive an auto generated email or phone call with recommendations/comments.
  - If the applicant addresses recommendations/comments, so back to review stage.

## STEP 4

### CARRY OUT WORK

- Applicant is approved to carry out work as per the endorsed permit.
- When works is complete, an engineering technician may conduct a site inspection during or when work is done for compliance.

## STEP 5

### PERMIT EXTENSION (OPTIONAL)

- Permit extension can be requested by email to [Engineering.Requests@rmwb.ca](mailto:Engineering.Requests@rmwb.ca)
- Sign in, upload supporting documents and contact us by email to schedule proposed extension date



# Clearing and Grading Permit

Development Permit Number (if applicable): \_\_\_\_\_

Application Date (M/D/Y): \_\_\_\_\_ Estimated Completion Date (M/D/Y): \_\_\_\_\_

**Applicant:** \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
Alt Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

**Developer's Engineer:** \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

**Contractor:** \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Contractor's Business License: \_\_\_\_\_

**Property Location** Street Address: \_\_\_\_\_ Hamlet: \_\_\_\_\_  
Unit #: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_  
Legal Subdivision: Part of: \_\_\_\_\_ ¼ Sect: \_\_\_\_\_ Twp: \_\_\_\_\_ Rg: \_\_\_\_\_ W of: \_\_\_\_\_ Subdivision: \_\_\_\_\_  
Directions: \_\_\_\_\_

**Detailed description of work:**  Clearing  Grading  
 Clearing & Grading

**Registered Owner (or agent of owner):**  
I (print name) \_\_\_\_\_ hereby certify that (please check one)  
 I am the registered owner of the land described above; or  
 I have been designated as the representative or agent of the owner (Written Consent Attached)  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Planning & Development Officer Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Reviewed By:** \_\_\_\_\_  
(Engineer/Technician)

**Approved By:** \_\_\_\_\_ **Date Approved:** \_\_\_\_\_  
(Manager, Development | Engineering)

Comments:

**Permit Fee: \$** \_\_\_\_\_ (Payment in the amount of \$125 is required) *Bylaw 24.026 (Schedule A)*  
Payment Method:  Visa  M/C  Debit  Cheque  Cash Authorization / Cheque Number \_\_\_\_\_