



Project Accommodation

DEVELOPMENT PERMIT APPLICATION CHECKLIST

This checklist of application submission requirements shall be **completed** and **attached** to your Development Permit application. All of the required information is necessary for the review of the application and for a timely decision to be rendered. To expedite the evaluation, staff have been instructed to accept **only** complete applications, which require:

- All application submission requirements to be included in the application; and,
- All application submission requirements to be **clear, legible, and precise**, and to be prepared to professional drafting standards.

Should the above be considered inadequate by staff, the application shall be deemed **incomplete** and will not be reviewed until the requirements have been satisfied.

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

OFFICE ✓ x	APPLICATION SUBMISSION REQUIREMENTS
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> 1. Site Plan: shall be prepared by an Alberta Land Surveyor and/or Engineering Firm, shall be no more than one (1) year old at the time of application, and shall provide the following information:
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Standard Information: shown on all plans as per the “How to Draw a Site Plan and Floor Plan” document
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Information on the Plan: <ul style="list-style-type: none"> <input type="checkbox"/> Location and dimensions of any existing and proposed buildings with dimensions to all property lines. Where a building is not set perpendicular to a property line, a minimum of two dimensions from one side to the adjacent property line is required <input type="checkbox"/> Location and dimensions of the property lines and land uses of adjacent properties <input type="checkbox"/> Location of all additional structures including, but not limited to, street lights, utility pedestals, retaining walls, fences, sidewalks, and other physical features <input type="checkbox"/> Dimensions of proposed parking areas, bus loading and unloading areas, location of barrier free stalls, entrances and exits onto municipal roads, fire department access routes, off street loading areas etc. <input type="checkbox"/> Location of fire department access and water supply for fire fighting <input type="checkbox"/> Illustrate and provide dimensions of all registered easements and rights of ways on the property and reference registered plan number <input type="checkbox"/> Indicate distance from structure(s) to standing timber
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> 2. Building Plans: Plans shall be properly drafted to scale and contain the following information:
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Standard Information: shown on all plans as per the “How to Draw a Site Plan and Floor Plan” document
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Floor Plans for ALL Floors (upper, main, and basement) including: <ul style="list-style-type: none"> <input type="checkbox"/> Dimensions of exterior wall space (including cantilevers and projections) <input type="checkbox"/> Layout and dimensions of interior spaces including labeling of their uses <input type="checkbox"/> Dormitory types with corresponding table including the proposed number of beds <input type="checkbox"/> Locations of fire water supply, fire department connection, fire alarm control panel, and firefighter entrance(s) <input type="checkbox"/> If a kitchen is provided, label all spaces and appliances (i.e. stove, sink, etc.)



<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Building Elevations (including front, sides, and rear) indicating: <ul style="list-style-type: none"> <input type="checkbox"/> Building height (finish grade to: underside of eave, top of roof peak and each floor) <input type="checkbox"/> Location of all proposed openings (doors, windows) <input type="checkbox"/> Dimensions of eaves
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 3. Locality Plan: indicating the location of the proposed project accommodation or lease in a regional context <ul style="list-style-type: none"> <input type="checkbox"/> Indicate driving distance (in Kilometres) to Fort McMurray and/or the nearest hamlet, and routes available for road travel to assess emergency response times <input type="checkbox"/> Straight line distance to Fort McMurray
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 4. Phasing Plan: mandatory for all project accommodations of 500 beds or larger, and at the discretion of the Development Authority for all others. Shall illustrate: <ul style="list-style-type: none"> <input type="checkbox"/> Which areas are to be cleared and their corresponding timelines <input type="checkbox"/> Which accommodations are to be developed and their associated timelines <input type="checkbox"/> Estimated number of beds by year for duration of the lease
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 5. Grading Plans: <ul style="list-style-type: none"> <input type="checkbox"/> All buildings shall have corner elevations <input type="checkbox"/> Shall illustrate overland flow of water and identify locations and provide details for Storm Water Management facilities if required
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 6. Servicing Plans: <ul style="list-style-type: none"> <input type="checkbox"/> If not connecting to municipal infrastructure, a detailed servicing statement (letter) is required that indicates how the camp will be serviced. This letter should include: <ul style="list-style-type: none"> <input type="checkbox"/> Where waste (solid, sewage) is being trucked to <input type="checkbox"/> How often waste will be trucked <input type="checkbox"/> Weekly volume <input type="checkbox"/> A waste plan shall be provided and shall indicate the following: <ul style="list-style-type: none"> <input type="checkbox"/> Solid waste location of disposal, how often, and estimate of daily and weekly volume <input type="checkbox"/> Waste water location of disposal, how often, and estimate of daily and weekly volume. The Wastewater System Description (attached) needs to be completed <input type="checkbox"/> Recycling material location of disposal, how often, and estimate of daily and weekly volume
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 7. Waste Management Plan: Indicating the method of supplying water, sewage and waste to the accommodation (the proposed method of sewage disposal must comply with the Alberta Private Sewage Treatment and Disposal Regulation and be to the satisfaction of the Regional Health Authority); method of refuse collection and number of persons proposed to live in the accommodation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 8. Traffic Impact Assessment: If accessing from a municipal road or a road under municipal jurisdiction, a study identifying the cumulative impacts on emergency evacuation, traffic access, and what improvements that are required
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 9. Business Case <ul style="list-style-type: none"> <input type="checkbox"/> Rationale for a new project accommodation or additional beds (for expansions) <ul style="list-style-type: none"> <input type="checkbox"/> Details for your operations and anticipated life of camp <input type="checkbox"/> Rationale for the proposed location <input type="checkbox"/> Copies of contracts with oil sands and other companies for accommodations <input type="checkbox"/> Number of proposed beds intended for construction, operational, and camp staffing requirements



	<input type="checkbox"/> Type of workers camp will serve by population and percentage (construction, operation, maintenance, other, etc. Please explain). <input type="checkbox"/> Use of bus transportation. <input type="checkbox"/> List all amenities including, but not limited to, health facilities and recreation facilities.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	10. Copy of Current Certificate of Title(s): no more than 30 days old at time of application: <input type="checkbox"/> May be obtained from Alberta Registries Office. If Applicant is not the registered owner, a letter of authorization from the owner shall accompany the Certificate of Title. If the land is registered as a numbered company, the names of the principals of the numbered company shall be supplied <input type="checkbox"/> Please Note: additional documents including, but not limited to, copies of any Restrictive Covenants, Caveats, Utility Rights-of-Way, or Easements, may be required at the discretion of the Development Officer
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	11. Fire Prevention Statement: A letter including: <input type="checkbox"/> Description of the quantity, delivery method, and storage type of water supply for firefighting <input type="checkbox"/> Confirm commitment to the appointment of a fire crew and an individual responsible for fire prevention and inspection duties as per section 2.14 of the Alberta Fire Code
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	12. Emergency Response Plan: Please refer to the attached checklist, Emergency Response Plan (ERP) Requirements: Project Accommodations. For more information please contact the Emergency Management Department at 780-762-3616.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	13. FireSmart Plan: For more information please contact a FireSmart Coordinator: esrd.eds-ftmm-firesmart@gov.ab.ca (780-743-7125) when north of township 85 esrd.eds-lbch-firesmart@gov.ab.ca (780-623-5388) when south of township 85 Resources are included below: 1. FireSmart Guidebook for the Oil and Gas Industry 2. FireSmart Fields Guide for Upstream Oil and Gas 3. Best Management Practice for Wildfire Prevention 4. Emergency Preparedness Guide for Hazards Associated with Wildfires
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	14. Abandoned Well Site Information: If the new structure is larger than 47 square metres (505.904 square feet): <input type="checkbox"/> A map shall be provided from Alberta Energy Regulator's (AER) Abandoned Well Viewer to confirm: 1. The location of abandoned wells on the land, and 2. Confirm that the land is not affected by abandoned wells The AER's Abandoned Well Viewer is available on www.aer.ca or contact the AER Customer Contact Centre at 1-855-297-8311 or e-mail inquiries@aer.ca or mail Information Services, AER, Suite 1000, 250 – 5 Street SW, Calgary AB, T2P 0R4. The new structure shall be setback a minimum of 5 metres from all abandoned well sites
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	15. Applicable Fees: Fees outlined in the Land Use Bylaw 99/059. Development fees shall be made payable to the Regional Municipality of Wood Buffalo
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	16. Miscellaneous Information: any other information deemed necessary by the Development Authority to properly evaluate the application.

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, Jubilee Centre, 9909 Franklin Avenue, Fort McMurray, T9H 2K4, or call (780) 793-1069.



Wastewater System Description

Please print clearly while completing this form.

OFFICE	APPLICATION SUBMISSION REQUIREMENTS																						
<input type="checkbox"/>	Please specify to whom correspondence should be directed with regards to Wastewater and/or changes to Sewer Bylaw: Contact: _____ Phone: _____ Email: _____ Mailing Address: _____																						
<input type="checkbox"/>	Has an Operation Plan been provided to Alberta Environment? If Yes: Approval Holder: _____ Approval Number: _____		<input type="checkbox"/> Yes <input type="checkbox"/> No																				
<input type="checkbox"/>	Will wastewater or sludge be hauled to a Regional Municipality of Wood Buffalo Facility?		<input type="checkbox"/> Yes <input type="checkbox"/> No																				
<input type="checkbox"/>	What is the site accommodation design capacity? _____ What is the anticipated occupancy during each of the following seasons? Winter (January 1 – March 31) _____ Spring (April 1 – June 30) _____ Summer (July 1 – September 30) _____ Fall (October 1 – December 31) _____																						
<input type="checkbox"/>	Are the occupancy numbers anticipated to change in the future? If Yes, state ALL expected Increases or Decreases and timeline? Example - Increase: Fall/Winter, 2010-2011 (1000 person max increase) Decrease: Spring 2015 (complete removal)		<input type="checkbox"/> Yes <input type="checkbox"/> No																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Increase/Decrease</th> <th style="width: 25%;">Season</th> <th style="width: 25%;">Year</th> <th style="width: 25%;">Quantity</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>				Increase/Decrease	Season	Year	Quantity																
Increase/Decrease	Season	Year	Quantity																				
Attach additional sheets if required																							
<input type="checkbox"/>	Is this an Existing or New Facility? Anticipated Length (years) of Operation of Facility? (Check only one box)		<input type="checkbox"/> Existing <input type="checkbox"/> New																				
			<input type="checkbox"/> <1 <input type="checkbox"/> 1-2 <input type="checkbox"/> 3-4 <input type="checkbox"/> 5-7 <input type="checkbox"/> 8-10 <input type="checkbox"/> 10+																				
<input type="checkbox"/>	Does the site have any existing connections to the following sewers?																						
Sanitary		<input type="checkbox"/> Yes <input type="checkbox"/> No																					
Combined (Sanitary/Storm)		<input type="checkbox"/> Yes <input type="checkbox"/> No																					
Storm		<input type="checkbox"/> Yes <input type="checkbox"/> No																					
<input type="checkbox"/>	Attach existing data on all known characteristics of the wastewater discharge, including BOD, COD, TSS, TP and TKN. Refer to the Sewer Bylaw for limits. State effluent design parameters if treatment system not operational.																						

Emergency Response Plan (ERP) Requirements Project Accommodations

Emergency Management will use the following checklist during the application review process to ensure that the Emergency Response Plan meets the standards of the Regional Municipality of Wood Buffalo.

Please note that this checklist is a minimum standard. Applicants are encouraged to include more detailed information as appropriate. If you have any questions or would like more information, please contact the Emergency Management Branch at 780-762-3616 or email at emergency.management@woodbuffalo.ab.ca

Formatting

- Clearly identified sections with appropriate headers
- Page numbers
- Revision number
- Date issued

- Basic Information
 - Name of Project Accommodation
 - Legal Address

- Introduction
 - Purpose/Scope
 - Maximum number of occupants, including staff. (**Please note:** Indicating number of rooms is insufficient).
 - Brief description of the area (e.g. access routes, industry partners located nearby, etc.)
 - Directions to the Project Accommodation

- Internal Emergency Contacts Note: must include on-site personnel not only EOC contacts
 - Key Project Accommodation Personnel
 - Key Corporate Personnel

- External Emergency Contacts
 - Local Emergency Services
 - Fire, EMS (911, Dispatch: 780-762-7061)
 - Hospital (780-791-6161)
 - RCMP (FM: 780-788-4000)

 - Municipal Government
 - Regional Municipality of Wood Buffalo Emergency Management (Day: 780-762-3616, 24-hr number: 780-743-7061)

 - Provincial Government
 - Alberta Health Services, Poison & Drug Information Service (1-800-332-1414)
 - Alberta Environment (Spill: 1-800-222-6514)
 - SRD Forestry (Wildfire: 310-3473)

Emergency Response Plan (ERP) Requirements Project Accommodations

- Utilities
 - Include phone number for utility company used
 - If ATCO Electric (1-800-668-5506)

Note: All contact information must be current to the date on the ERP

- Mutual Aid Partners
 - Indicate whether or not there are any mutual aid agreements, and if so, include relevant contact information

- Roles and Responsibilities
 - Projection Accommodation Manager
 - Fire Wardens
 - Key Facility Personnel
 - Occupants

- Contingency Plans
 - Evacuation
 - Local (e.g. evacuate building(s))
 - Site-wide (e.g. evacuate the entire site)
 - Shelter-in-Place
 - Medical Emergency
 - Malicious/Bomb Threat
 - Structural Failure
 - Fire
 - Specific Hazards (based on location)

- Maps and Diagrams
 - Project Accommodation Maps
 - Building Maps/diagrams
 - Mark Evacuation Routes and Muster Points
 - Muster Points Indicated
 - Area maps
 - Location of Project Accommodation relative to roads, highways, plants, communities
 - Mark access/egress routes

- Program Information
 - Exercises
 - Plan Review Cycle
 - Plan Distribution