



New Oil Sands Development

DEVELOPMENT PERMIT APPLICATION CHECKLIST

Purpose: A New Oil Sands Development Permit Application is used to seek approval to use or develop either land and/or a building for the purposes of establishing and operating an oil sands/pilot plant operation in the rural area.

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. 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. <div>Please Note: a separate application is required for any Project Accommodations that are proposed for the plant</div>
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> 2. 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"/> All existing and proposed buildings and structures on the site plan shall be identified and dimensioned. Buildings should be numbered and an associated spreadsheet should be included, identifying each of the buildings, their purpose/use, construction cost, and area in square metres<input type="checkbox"/> Location and dimensions of the property or lease lines and the land uses of adjacent properties<input type="checkbox"/> On-site roads or rail tracks<input type="checkbox"/> Location of garbage collection facilities<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. 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 “ <i>How to Draw a Site Plan and Floor Plan</i> ” document
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor Plans for ALL Floors of ALL Structures (i.e. administration buildings, warehouses, cafeterias, etc.) including:
		<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"/>	Locations of fire water supply, fire department, connection, fire alarm control panel, and firefighter entrance(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If a kitchen is provided all spaces and appliances shall be labeled (i.e. stove, sink, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building Elevations (including front, sides, and rear) indicating:
		<input type="checkbox"/>	Building height (finish grade to underside of eave and top of roof peak)
		<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"/>	4. Locality Plan: indicating the location of the proposed plant or lease in a regional context, including road access and connectivity to provincial highways, distance from existing communities (hamlets and the urban service area), and distance from existing development (other camps and oil sands operations)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Servicing Plans:
		<input type="checkbox"/>	If not connecting to municipal infrastructure, a detailed servicing statement is required that indicates:
		<input type="checkbox"/>	The method of infrastructure
		<input type="checkbox"/>	If trucking, how often
		<input type="checkbox"/>	Volume
		<input type="checkbox"/>	Location of all existing services on site and on adjacent lands that may be affected by this development.
		<input type="checkbox"/>	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.
		<input type="checkbox"/>	Proposed location of all shallow utilities including telephone, cable, power and gas services including proposed locations of all transformers and other appurtenances.
		<input type="checkbox"/>	<i>Please refer to the Regional Municipality of Wood Buffalo Engineering Servicing Standards for more information.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Copy of Lease or Letter of Authorization: From the Government of Alberta if no lease has been granted to date
		<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"/>	7. 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"/> | 8. 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"/> | 9. Miscellaneous Information: any other information deemed necessary by the Development Authority to properly evaluate the application. |

The personal information on this form is authorized under Section 4(c) of the *Protection of Privacy Act* and is managed in accordance with the *Act*. The personal information will be used as contact information and to process your application. If you have questions about the collection or use of your personal information, please contact PULSE at 780-743-7000, 1-800-973-9663, or online at rmwb.ca/pulse.



Development Permit Application Form

OFFICE USE ONLY

DP # _____

Fee: _____

Receipt No: _____

Purpose: A Development Permit Application is used to obtain approval to develop or use either land or a building within the RMWB. Developments exempt from requiring a development permit can be found in the Land Use Bylaw.

This Application Form shall be **complete** and include an attached Development Permit Checklist. Please Note:

- **NO DEVELOPMENT** shall commence without a valid Development Permit. Any work started prior shall be subject to a double fee penalty and further enforcement actions;
- An **Administrative Fee** will be withheld for any refunds. Please note that all applicable permit refunds will be issued by cheque only; and,
- Submission of a duly signed application form authorizes the Development Officer to enter the property to carry out inspections necessary for this development.

I/We hereby make application under the provisions of the Land Use Bylaw 99/059 for a Development Permit.

PLEASE PRINT

☐ **Applicant and Owner Information:**

Applicant Name: _____

Mailing Address: _____

Postal Code: _____

Daytime Phone: _____ Alternate: _____ Fax: _____

Email Address: _____

Registered Owner(s): _____

Mailing Address: _____

Postal Code: _____

Daytime Phone: _____ Alternate: _____ Fax: _____

Email Address: _____

☐ **Property Information**

Legal Land Description¹: Lot: _____ Block: _____ Plan: _____

Alberta Township Grid System: LSD _____ Sec _____ TWP _____ Range _____ W4M

Civic Address: _____

Project Description: _____

Has development commenced? ☐ Yes ☐ No



REGIONAL MUNICIPALITY
OF **WOOD BUFFALO**

Planning & Development Services

Regional Municipality of Wood Buffalo

Office: 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4

T: 780-793-1043 E: permit.inquiries@rmwb.ca

Existing Use of Land or Building: _____
Size of Proposed Development (m²): _____
Estimated Construction Start Date: _____ End Date: _____
Estimated Construction Cost: _____

☐ **Detailed Property Information**

Lot Area: _____ Building Area²: _____
Accessory Coverage³: _____ Site Coverage⁴: _____
Building Type: _____ Number of Storeys: _____

☐ **Credit Card Information**

Credit Card #: _____ Card Type: _____
Card Holders Name: _____ Expiry Date: _____ CVV: _____

☐ **Registered Owner** (or person acting on the registered owner's behalf)

I, _____ hereby certify that

☐ I am the registered owner, or

☐ I am the agent authorized to act on behalf of the registered owner

and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application.

Signature

Date

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² Total includes attached garages, cantilevers, decks, porches, and/or verandas

³ If applicable, note the area of the shed or detached garage

⁴ The percentage of the lot area covered by proposed and existing structures