



# 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"/> <b>1. Site Plan:</b> 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"/> <b>Standard Information:</b> 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"/> <b>Information on the Plan:</b> <ul style="list-style-type: none"><li><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</li><li><input type="checkbox"/> Location and dimensions of the property lines and land uses of adjacent properties</li><li><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</li><li><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.</li><li><input type="checkbox"/> Location of fire department access and water supply for fire fighting</li><li><input type="checkbox"/> Illustrate and provide dimensions of <b>all</b> registered easements and rights of ways on the property and reference registered plan number</li><li><input type="checkbox"/> Indicate distance from structure(s) to standing timber</li></ul>
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <b>2. Building Plans:</b> Plans shall be properly drafted to scale and contain the following information:
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <b>Standard Information:</b> 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"/> <b>Floor Plans for ALL Floors</b> (upper, main, and basement) including: <ul style="list-style-type: none"><li><input type="checkbox"/> Dimensions of exterior wall space (including cantilevers and projections)</li><li><input type="checkbox"/> Layout and dimensions of interior spaces including labeling of their uses</li><li><input type="checkbox"/> Dormitory types with corresponding table including the proposed number of beds</li><li><input type="checkbox"/> Locations of fire water supply, fire department connection, fire alarm control panel, and firefighter entrance(s)</li><li><input type="checkbox"/> If a kitchen is provided, label all spaces and appliances (i.e. stove, sink, etc.)</li></ul>



<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Building Elevations</b> (including front, sides, and rear) indicating: <ul style="list-style-type: none"> <li><input type="checkbox"/> Building height (finish grade to: underside of eave, top of roof peak and each floor)</li> <li><input type="checkbox"/> Location of all proposed openings (doors, windows)</li> <li><input type="checkbox"/> Dimensions of eaves</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3. Locality Plan:</b> indicating the location of the proposed project accommodation or lease in a regional context <ul style="list-style-type: none"> <li><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</li> <li><input type="checkbox"/> Straight line distance to Fort McMurray</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>4. Phasing Plan:</b> 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"> <li><input type="checkbox"/> Which areas are to be cleared and their corresponding timelines</li> <li><input type="checkbox"/> Which accommodations are to be developed and their associated timelines</li> <li><input type="checkbox"/> Estimated number of beds by year for duration of the lease</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>5. Grading Plans:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> All buildings shall have corner elevations</li> <li><input type="checkbox"/> Shall illustrate overland flow of water and identify locations and provide details for Storm Water Management facilities if required</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>6. Servicing Plans:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> If <b>not</b> 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"> <li><input type="checkbox"/> Where waste (solid, sewage) is being trucked to</li> <li><input type="checkbox"/> How often waste will be trucked</li> <li><input type="checkbox"/> Weekly volume</li> </ul> </li> <li><input type="checkbox"/> A waste plan shall be provided and shall indicate the following:             <ul style="list-style-type: none"> <li><input type="checkbox"/> Solid waste location of disposal, how often, and estimate of daily and weekly volume</li> <li><input type="checkbox"/> Waste water location of disposal, how often, and estimate of daily and weekly volume. The <b>Wastewater System Description</b> (attached) needs to be completed</li> <li><input type="checkbox"/> Recycling material location of disposal, how often, and estimate of daily and weekly volume</li> </ul> </li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>7. Waste Management Plan:</b> 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"/>	<b>8. Traffic Impact Assessment:</b> 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"/>	<b>9. Business Case</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Rationale for a new project accommodation or additional beds (for expansions)             <ul style="list-style-type: none"> <li><input type="checkbox"/> Details for your operations and anticipated life of camp</li> </ul> </li> <li><input type="checkbox"/> Rationale for the proposed location</li> <li><input type="checkbox"/> Copies of contracts with oil sands and other companies for accommodations</li> </ul>



<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"/>	<b>10. Copy of Current Certificate of Title(s):</b> 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"/>	<b>11. Fire Prevention Statement:</b> 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"/>	<b>12. Emergency Response Plan:</b> Please refer to the attached checklist, <b>Emergency Response Plan (ERP) Requirements: Project Accommodations</b> . For more information please contact the <b>Emergency Management Department</b> at <b>780-762-3616</b> .
<input type="checkbox"/>	<b>13. FireSmart Plan:</b> For more information please contact a FireSmart Coordinator: <a href="mailto:esrd.eds-ftmm-firesmart@gov.ab.ca">esrd.eds-ftmm-firesmart@gov.ab.ca</a> (780-743-7125) when north of township 85 <a href="mailto:esrd.eds-lbch-firesmart@gov.ab.ca">esrd.eds-lbch-firesmart@gov.ab.ca</a> (780-623-5388) when south of township 85 Resources are included below:
<input type="checkbox"/>	1. <a href="#">FireSmart Guidebook for the Oil and Gas Industry</a>
<input type="checkbox"/>	2. <a href="#">FireSmart Fields Guide for Upstream Oil and Gas</a>
<input type="checkbox"/>	3. <a href="#">Best Management Practice for Wildfire Prevention</a>
<input type="checkbox"/>	4. <a href="#">Emergency Preparedness Guide for Hazards Associated with Wildfires</a>
<input type="checkbox"/>	<b>14. Abandoned Well Site Information:</b> 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:
<input type="checkbox"/>	1. The location of abandoned wells on the land, and
<input type="checkbox"/>	2. Confirm that the land is not affected by abandoned wells
<input type="checkbox"/>	The AER's Abandoned Well Viewer is available on <a href="http://www.aer.ca">www.aer.ca</a> or contact the AER Customer Contact Centre at 1-855-297-8311 or e-mail <a href="mailto:inquiries@aer.ca">inquiries@aer.ca</a> 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"/>	<b>15. Applicable Fees:</b> 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"/>	<b>16. Miscellaneous Information:</b> any other information deemed necessary by the Development Authority to properly evaluate the application.



# 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 Description<sup>1</sup>: \_\_\_\_\_ 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](mailto:permit.inquiries@rmwb.ca)

Existing Use of Land or Building: \_\_\_\_\_  
Size of Proposed Development (m<sup>2</sup>): \_\_\_\_\_  
Estimated Construction Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Estimated Construction Cost: \_\_\_\_\_

☐ **Detailed Property Information**

Lot Area: \_\_\_\_\_ Building Area<sup>2</sup>: \_\_\_\_\_  
Accessory Coverage<sup>3</sup>: \_\_\_\_\_ Site Coverage<sup>4</sup>: \_\_\_\_\_  
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

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](http://rmwb.ca/pulse).

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

<sup>3</sup> If applicable, note the area of the shed or detached garage

<sup>4</sup> The percentage of the lot area covered by proposed and existing structures