



# NATURAL RESOURCE EXTRACTION Development Permit Application FORM 'F'

For Office Use Only

This application does not permit you to commence operation. The approving authority will issue a notice to the applicant if the application is complete or incomplete. This notice will be issued within 20 days. Please be advised that the approving authority has 40 days from when application is **deemed complete** to render a decision on this application.

This is **not an application for a building permit**. Contact Wheatland County development department for building, plumbing, electrical and gas safety code requirements.

DP#: \_\_\_\_\_ DP Fee: \_\_\_\_\_

Date Received: \_\_\_\_\_

Date Accepted as Complete: \_\_\_\_\_

Date Complete/Incomplete Letter Sent: \_\_\_\_\_

Date of Decision: \_\_\_\_\_

Land Use District: \_\_\_\_\_ Roll #: \_\_\_\_\_

Offsite Levy: \_\_\_\_\_ Rural Address Sign Fee: \_\_\_\_\_

Proposed Development: \_\_\_\_\_

Area and Dimensions of New Buildings/Structures: \_\_\_\_\_

Height of Proposed Building (from highest grade to peak of roof): \_\_\_\_\_

Do You Require a Variance?  No  Yes Reason: \_\_\_\_\_

Describe the building(s)/structures main intended use (Eg: Storage)  
\_\_\_\_\_  
\_\_\_\_\_

Parcel Size: \_\_\_\_\_ Land Use Zoning: \_\_\_\_\_

Long Legal: Part of the \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Meridian W4 (Eg: SW-3-24-25-W4)

Short Legal: Plan \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Descriptive (if applicable) \_\_\_\_\_

Rural/Civic Address: \_\_\_\_\_

Registered Owners of Land: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

*If registered owner is a company please provide company seal with signature or a current corporate search performed within the last 30 days.*



NATURAL RESOURCE EXTRACTION
Development Permit Application
FORM 'F'

Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Interest of Applicant if not owner of property: \_\_\_\_\_

Do you want communication/documents sent to you via email?

- Yes Provide email
No (If no, all communication will be sent via Canada Post to the applicants address identified below which may delay the process.)

Are any of the following located within 1 mile of the proposed development?

- Landfill or waste transfer site
Sewage treatment plant or sewage lagoon
Canal, river, water body or wetland
Slopes of 15% or greater
Confined livestock operation
Wells (oil/gas, sour gas, abandoned), pipeline
Multi lot residential subdivision
Provincial Highway (provide approval letter)

"I hereby certify that the development identified in this application will be conducted in accordance to the information provided and under the terms of the Wheatland County Land Use Bylaw 2016-01. I also understand the approving authority may request further information to process this application."

Signature of Applicant Print Name Date

Signature of Registered Landowner(s) Print Name (s) Date

Signature of Registered Landowner(s) Print Name (s) Date

If registered owner is a company please provide company seal or a current corporate search within the last 30 days.

RIGHT OF ENTRY

I hereby authorize representatives of Wheatland County and referral agencies to enter my land for the purpose of conducting a site inspection with respect to my development application.

This right is granted pursuant to Section 542(1)(a)(b)(c) of the Municipal Government Act.

Signature of Registered Landowner(s) Date

This information is being collected for the purpose of applying for a development permit pursuant to the provision of the municipal government act and its regulations of the Freedom Of Information and Protection of privacy act. If you have any question about the collection you may contact Wheatland County F.O.I.P coordinator at (403) 934-3321.

Any enhancements, renovations or additions of buildings may have an impact on your property tax in the following year. If you would like an estimate of the tax impact, please contact the assessment department.

**Abandoned Oil/Gas Wells:** ALL development permit applications require an abandoned oil well map from the Alberta Energy Regulator (AER). Information may be obtained by contacting the AER at (1-855-297-8311) or by using the AER's Map Viewer. Attach a map (printed from the AER map viewer) to this application form (even if there are no abandoned oil or gas well on the property).

This site plan needs to show the location of all abandoned oil and gas well sites as well as the setback distances in relation to existing or proposed building sites. A 5m setback is required from an abandoned oil well.

Be advised that additional fees may apply if a review from outside consultants is required (Eg: Engineering.)

Development located within the West Highway 1 Area Structure Plan will be subject to off-site levy charges. Contact planning/development department for details.

**ALL APPLICATIONS** will need to provide detailed documentation outlining the details of the business. The documentation will need to address all of the following information in digital format:

- Utilities, site drainage, existing and proposed grades, grades of roads and sewer servicing.
- Number of years the development (eg: sand or gravel pit) is proposed to be in operation.
- Total amount of sand and gravel to be mined out.
- Contact persons.
- Projected operating procedures for the pit.
- Number of people to be employed by the operation.
- Anticipated generation of motor vehicle traffic on a daily, weekly, or monthly basis.
- Number of vehicles that will be used in the hauling or materials and the proposed hauling route to and from the site.
- Types and number of equipment to be used for each activity.
- Access locations to and from the site, including roads and highways, traffic generation on each of those roads and highways.
- Noise mitigation plan.
- Dust control measures to be implemented, including the suppressant materials or methods to be used both on the pit floor and on stockpiles and the estimated frequency for the application.
- Dust control on haul routes.
- The projected impacts of plant (asphalt plant, gravel crushing, concrete, excavating or other) dust emissions and the methods to be used for controlling such dust or emissions.
- Frequency for cleaning settled dust from in or around gravel crushing plants.
- Provision for loading and parking.
- Descriptions of any noxious, toxic, radioactive, flammable or explosive materials proposed.
- Garbage and storage areas and fencing and screening proposed for same, and methods of disposing of garbage.
- Provision of a written security pan that identifies dangerous situations or areas, typical procedures to be used for monitoring the site during periods of activity and also when activities are suspended.
- Methods to be used to restrict public access and to protect wildlife, neighboring livestock and domestic animals.
- Quantity and quality of well water and soil tests for the systems that may be used in conjunction with the proposed development.
- Amount of water required for the proposed development on a daily, weekly or monthly basis and proposed water source.
- Engineering feasibility studies on the method of water supply (If applicable).
- Engineering feasibility studies on the method of effluent disposal.
- Profiles and cross-sections showing the original ground level, the proposed depth of any filling, terracing, compacting, leveling, reclaiming the site and equipment to be used in connection therewith.
- Reclamation plans and projected final use of the site.
- The method to be used for supporting any pit walls.
- Methods of controlling noise, dust, or drainage from the site, both during and after completion of the operation.
- Size, number, and location of stockpiles of topsoil, overburden, and gravel.
- The days and hours of operation for each activity and any known or regular periods of inactivity.
- Methods for weed control.

**Please provide and identify the following information on a digital site plan, including setback distances in meters or feet:**

Dimensions of the site	Label setback distances to any existing buildings/structures	Label setback distances to all public roads
Other lands that may be used in conjunction with the proposed development	Identify any wetlands, canals, rivers or water bodies	Identify and name bordering roads and/or highways
Location of existing and proposed structures (whether temporary or permanent)	Identify existing physical features (trees, shelterbelts, canals etc.)	Identify abandoned well sites
Identify access to property	Identify proposed or existing location of septic fields/septic tanks	Identify proposed or existing oil and gas sites and pipelines
Identify all haul routes	Elevation plans of each side of the proposed structure(s)	Location of rights of ways or easements
Parking areas (including dimensions & # of space and aisles)	Identify proposed outdoor storage areas and fences	Location of any proposed signage with dimensions
Dugouts, lagoons, culverts, and crossings that may be used	Storm water Management Pond/area	Levels and methods of screening
Lighting plan	Clear outline of processing operation and disturbance areas along with stock piles, overburden, etc.	Setback distances from the proposed site to adjacent residential parcels within 198.12 m (650.0 ft)

**In addition this application SHALL require the following: (digital format)**

- Traffic Impact Assessment – prepared & stamped by a Professional Engineer
- Historical Resources Impact Assessment (HRIA) – obtained from Alberta Culture & Tourism
- Berming Plan - prepared & stamped by a Professional Engineer
  - Provides a buffer between the processing area and adjacent parcels
- Weed Control Management plan
- Phasing Plan
- Waste Control Management plan
- Community Consultation documentation
- Signage Plan
  - Location of all signs onsite and on buildings/structures
  - Illustration or photo of signage showing size, wording, and lighting if applicable
  - Sign dimensions
  - Sign height from top of sign to grade
  - Distance from bottom of sign to grade
  - Content on Sign
- Grading Plan - prepared & stamped by an engineer
  - Digital copies of a preliminary site grading and utility servicing plan

**In addition this application MAY require the following: (digital format)**

- Environmental Study - Prepared & stamped by a Professional Engineer
- Environmental Site Assessment - Prepared & stamped by a Professional Engineer
- Wetland Impact Assessment – as per the Alberta Wetland Policy
- Biophysical Impact Assessment- Prepared & stamped by a Professional Engineer
- Alberta Environment & Parks approval – Gravel pits over 12ac
- Water act approval- obtained from Alberta Environment and Parks
- A Storm Water Management Report - prepared & stamped by a Professional Engineer
- Geotechnical Report(s) - Slope Stability, Soils, etc. – Prepared & stamped by a Professional Engineer
- Correspondence from relevant provincial Boards/Agencies
- Ground Water and/or Private Sewage Reports - prepared & stamped by a Professional Engineer
- And any other studies as deemed required

- Landscape Plan - prepared & stamped by a professional landscape architect:
  - Date, scale, north arrow, legal address, name of the property owner(s), name and contact information of the person or firm responsible for the landscape plan;
  - Boundaries and dimensions of the subject site;
  - Location of all buildings, parking areas, driveways, and entrances;
  - Location of existing plant materials to be retained;
  - Location of new plant materials;
  - Plant material list identifying the name, quantity, and size of plant material;
  - All other physical features, existing or proposed, including berms, slopes, screening, walls, fences, outdoor furniture, lighting, and decorative paving, open space systems, and pedestrian circulation patterns;
  - Location of pedestrian sidewalks, trails and/or pathways;
  - Adjacent existing and proposed roads, trails and sidewalks;
  - The existing topography;
  - The layout and type of soft and hard landscaped areas;
  - Plant list showing quantities, common and botanical name, size and conditions;
  - Details of the irrigation system, including extent of water delivery; and
  - Maintenance procedure to ensure vegetation survival or replacement.

**MUNICIPAL GOVERNMENT ACT SECTION 683.1** *This application does not permit you to commence operation. The development authority has 20 days after the receipt of an application for a development permit to determine if the application is complete. An application is complete if, in the opinion of the development authority, the application contains the documents and other information necessary to review the application. The time period may be extended by an agreement in writing between the applicant and the development authority. If the development authority does not make a determination within the time required, the application is deemed to be complete. If the development authority determines that the application is complete, the development authority must issue to the applicant an acknowledgement in the form and manner provided for in the land use bylaw that the application is complete.*

*If the development authority determines the application is incomplete, the development authority must issue to the applicant a notice in the form and manner provided in the land use bylaw that the application is incomplete and that any outstanding documents and information referred to in the notice must be submitted by a date set out in the notice or a later date agreed on between the applicant and the development authority in order for the application to be considered complete.*

*If the development authority determines that the information and documents submitted are complete, the development authority must issue to the applicant an acknowledgement in the form and manner provided in the land use bylaw that the application is complete.*

*If the applicant fails to submit all the outstanding information and documents on or before the date by the development authority the application is deemed to be refused. If the application is deemed refused the development authority must issue to the applicant an acknowledgement in the form and manner provided in the land use bylaw that the application has been refused and the reason for refusal.*

*Despite that the development authority has issued an acknowledgement, in the course of reviewing the application, the development authority may request additional information or documentation from the applicant that the development authority considers necessary to review the application.*

*The development authority must make a decision on the application for a development permit within 40 days after the applicant receives acknowledgement. If the development authority does not make a decision within the time required the application is, at the option of the applicant, deemed to be refused.*

*For further clarity please contact the Planning & Development department at 403-934-3321.*

**DEVELOPMENT PERMIT CHECKLIST**

To expedite the review of this application, all materials submitted must be clear, legible and precise. Only completed applications will be accepted. Incomplete applications will be returned.

**\*\* THIS CHECKLIST MUST ACCOMPANY THE DEVELOPMENT PERMIT APPLICATION PACKAGE.\*\***

APPLICANT	OFFICE USE	REQUIRED ITEMS
<input type="checkbox"/>	<input type="checkbox"/>	<b>SIGNATURES</b>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>All registered land owners</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Verification of signing authority for companies (if applicable)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>FEES (applicable fees to be paid at the time of submitting your application)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>SITE PLAN</b> Site plans must be digital/computer generated. All site plans must include the following information with dimensions.
<input type="checkbox"/>	<input type="checkbox"/>	<b>BUILDING PLANS</b> A digital copy of complete construction drawings including:
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Floor plan (including dimensions)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Elevation drawings (including dimensions)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Foundation plan (including drawings)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Building grade form (if applicable)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>SITE ACCESS</b>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Accessing parcel from a highway will require approval from AB Transportation. Obtain an approved Roadside Development Agreement from AT and submit with this application.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>AGENCY APPROVALS</b> (parcels with 1 mile of Alberta Transportation and adjacent to the Western Irrigation District (WID) will require setback approvals for all structures)
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Obtain Roadside Development Agreement approval from AB Transportation</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Obtain approval from WID</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Alberta Environment and Parks</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>AER ABANDONED WELL MAP – ALL APPLICATIONS REQUIRE THIS MAP</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>TRAFFIC IMPACT ASSESSMENT</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>HISTORICAL RESOURCES IMPACT ASSESSMENT (HRIA)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>BERMING PLAN</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>WEED CONTROL MANAGEMENT PLAN</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>PHASING PLAN</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>WASTE CONTROL MANAGEMENT PLAN</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>COMMUNITY CONSULTATION DOCUMENTATION</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>SIGNAGE PLAN</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>GRADING PLAN</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>BUSINESS DETAILS PACKAGE (package with all the information about project)</b>



## PEER REVIEW OF TECHNICAL STUDIES

The Wheatland County Planning and Development Fee Schedule states \*\*additional fees may apply if a review from outside consultants is required \*\*e.g. Engineering.

Wheatland County requires a professional peer review of all technical documents (e.g. Transportation Impact Assessments, Environmental Site Assessments, Stormwater Management Studies and Groundwater Evaluations, etc.) submitted in support of a planning application.

In addition, Wheatland County may require preparation of development agreements (for road construction, stormwater facilities, etc.) once a subdivision application or development permit is approved.

Peer reviews and development agreements are performed by County staff and outside consultants.

Date: \_\_\_\_\_ Legal Description: \_\_\_\_\_

Owner(s): \_\_\_\_\_

I am aware 50% of the total engineering fees may apply for peer reviews and the preparation of development agreements and hereby give my consent for billing purposes.

\_\_\_\_\_  
Owner(s) Signature



## ABANDONED WELL DECLARATION

The Municipal Government Act's Subdivision and Development Regulations requires Developers/Landowners to identify abandoned oil and gas wells, where present, to comply with setback requirements. If abandoned wells do exist, subdivision and development applications must show exactly where the wells exist, what the setback distances are (if setbacks are required) and how they have been taken into account. To assist Applicants in collecting the required information, the AER has released an "Abandoned Well Map Viewer" that provides the location, name of the licensee and status of abandoned wells across Alberta. This can be accessed at: <http://mapviewer.aer.ca/Html5/Index.html?viewer=aerabnwells>

Through use of the viewer, subdivision and development applications must contain the following:

1. A map of the search area from the viewer and a statement that there are no wells in the project area or;
2. A list and map identifying the locations of abandoned wells within the search area, including the surface coordinates, as provided by the viewer or AER Information Services;
3. A sketch of the proposed development incorporating the necessary setback area for each well.

*If No Wells are listed on site:*

I, \_\_\_\_\_ being the registered Owners(s) or Agent acting on behalf of the registered Owner(s) of \_\_\_\_\_  
(Legal Description)

Have reviewed information provided by the Alberta Energy Regulator (AER) and can advise that the information shows the absence of any abandoned wells within the site of proposed development.

DATED: this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

*If Wells are listed on site:*

I, \_\_\_\_\_ being the registered Owners(s) or Agent acting on behalf of the registered Owner(s) of \_\_\_\_\_  
(Legal Description)

Do hereby confirm that I have done by due diligence as required by Alberta Municipal Affairs, Wheatland County and the AER, by obtaining required information from the "Abandoned Well Map Viewer" and/or through the AER Information Services, and hereby attach "Schedule A" containing a list and map identifying the locations of abandoned wells within the search area, including the surface coordinates, written confirmation that I have contacted the licensee for each well and that the exact location of each well has been confirmed, a sketch of the proposed development incorporating the necessary setback area for each well.

DATED: this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

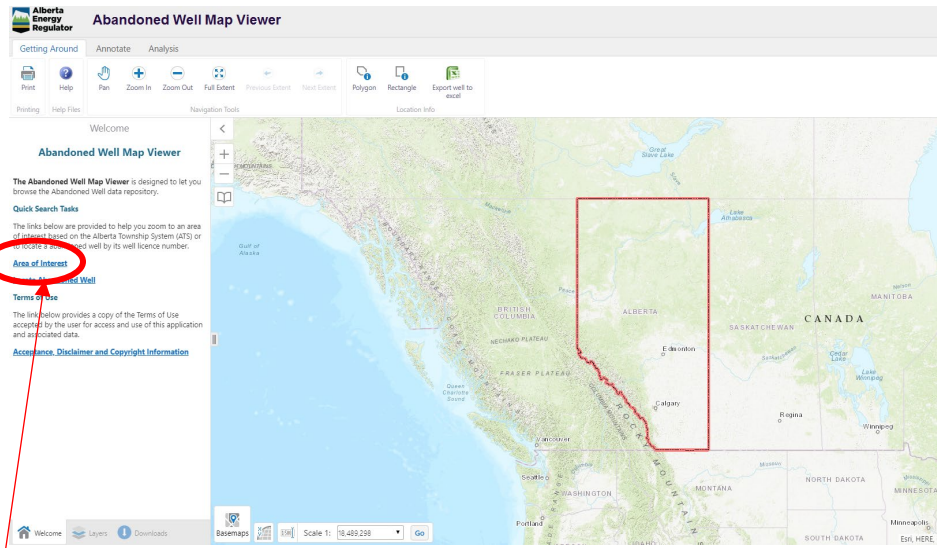
***This form shall accompany all applications for Subdivision and Development Permits.***



## ABANDONED OIL/GAS WELL - ALBERTA ENERGY REGULATOR (AER)

As a requirement for all Development Permit Applications, the applicant is required to submit a map identifying all abandoned oil/gas wells according to the Alberta Energy Regulator (AER). Please follow the steps outlined below to obtain the required map and submit it with the development application.

- 1) Access the Alberta Energy Regulators (AER) Abandoned Well Map Viewer at <https://extmapviewer.aer.ca/AERAbandonedWells/Index.html>
- 2) A 'Terms of Use' Agreement needs to be accepted by clicking 'I Accept'.
- 3) The following map will appear once the 'Terms of Use' have been accepted.



- 4) Select 'Area of Interest' located on the left side of the screen.
- 5) Enter the legal land description of the parcel requesting the development permit. (Section, Township, Range and Meridian are required). A map will generate showing the legal description and any wells in the area.
- 6) A printed copy of this map must be included with the development application. In order to print the map you must: Click the print button at the top of the page, then click the print button at the bottom of the page, and then click 'Open File'. This will generate the document that can be printed.

