

DEVELOPMENT PERMIT APPROVAL PROCESS

Before the Application



Consult with your Municipal Development Officer



Application



Complete and submit the application



Considering the Application



The application is reviewed by the Municipal Planning Commission; 40 days to make the decision.



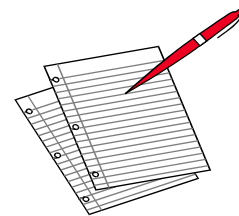
Decision



MPC can approve, approve with conditions or refuse application



After the Development Permit



After the Development Permit is granted, other permits are required before processing

Appealing the Decision



Appeal can be made by applicant or person affected by the proposal to the SDAB within 14 days of publication of decision



Municipal District of Opportunity No. 17

(Main Office)
P.O. Box 60
Wabasca, Alberta
T0G 2K0

Phone: (780) 891-3778

Fax: (780) 891-4283

No development other than that designed in the Land Use Bylaw shall be undertaken with the Municipal District of Opportunity No. 17 unless an application for it has been approved and/or development permit has been issued. The Land Use Bylaw is available for viewing and for sale at the local MD offices during office hours.

Development Permit Application – Information Required

An application for a development permit shall be made to the Development Officer on the provided application form and shall be accompanied by:

1. The complete application form ensuring the following information is provided:
 - a) Name of registered land owner
 - b) Legal description
 - c) Existing USE of land
 - d) Description of the PROPOSED development
 - e) The estimated construction ~ improvement costs
 - f) The signature of the applicant and the landowner (if not the same)
2. A site plan showing the legal description and front, rear and side yard setbacks using the provided blank site plan or equivalent plan.
3. A floor plan that can be drawn on the site plan.
4. An application fee using the formula of \$20.00 per \$50,000.00 of estimated construction ~ improvement costs or portion thereof:

Example: 0 to \$50,000.00 = \$20.00 fee
\$50,001.00 to \$100,000.00 = \$40.00 fee
\$100,001.00 to \$150,000.00 = \$60.00 fee, *etc.*
5. A completed Abandoned Well Process form signed by the landowner.

Please allow yourself at least three to five weeks from date of submission to date of commencement of construction. Anyone proceeding with any development without a valid permit does so at his/her own risk. Any person who contravenes any provision of the Land Use Bylaw is, upon summary conviction, guilty of an offence and is liable to a fine for each offence of not more than \$10,000.00.

Also, please note that in addition to a development permit, you may be required to submit a building permit to an accredited inspection agency (*list provided by Development Officer*). All permit applications are available at the Wabasca MD office, Calling Lake Sub-office and Red Earth Creek Sub-office. If you require any assistance regarding development, please contact the MD office in your area.

NOTE: Development Applications will not be accepted unless all the information including the fee has been submitted.

APPLICANT'S SITE PLAN



Legal Description: _____

Comments: _____

(Please Indicate " North" On Your Site Plan)



M.D. of Opportunity
2077 Mistassiniy Road North
Box 60
Wabasca, AB T0G 2K0
Phone: 780-891-3778
Fax: 780-891-4283
Toll Free: 1-888-891-3778

RIGHT OF ENTRY

FOR AN AUTHORIZED PERSON OF MUNICIPAL DISTRICT OF OPPORTUNITY # 17 FOR THE PURPOSES OF A SITE INSPECTION OF THE LAND AFFECTED BY THE PROPOSED DEVELOPMENT APPLICATION WHICH IS ATTACHED.

I hereby give consent for an authorized person of **MUNICIPAL DISTRICT OF OPPORTUNITY # 17** to enter upon the land that is subject to a Development Application for the purposes of making a site inspection to evaluate the proposed development.

If you wish to be present at the time of site inspection, please check the following box ☐.

If located on Crown Land area, Road Access Map must be provided.

LEGAL

DESCRIPTION

LAND

OWNER'S

NAME(S)

SIGNATURE: _____

SIGNED THIS _____ DAY OF _____, 20__.

The personal information on this form is being collected for the purpose of processing this Application under the Authority of the Freedom of Information and Protection of Privacy Act (FOIP). If you have any questions, please contact the M.D. # 17 FOIP Coordinator @ 780-891-3778



DEVELOPMENT PERMIT APPLICATION

FOR ADMINISTRATIVE USE

APPLICATION NO.

DATE RECEIVED

I/We hereby make application under the provisions of the Land Use Order for a Development Permit in accordance with the plans and supporting information submitted herewith and form part of this application.

I/We understand that this application will not be accepted without the following:

- (a) application fee;
- (b) site plan sketch that includes all relevant detail to the proposed development (e.g. proposed and existing structures, property lines, creeks/ravines, parking and vehicle access, building plans, etc.

APPLICATION INFORMATION

COMPLETE IF DIFFERENT FROM APPLICANT

NAME OF APPLICANT			NAME OF REGISTERED LAND OWNER		
ADDRESS			ADDRESS		
POSTAL CODE	TELEPHONE (Res.)	(Bus.)	POSTAL CODE	TELEPHONE (Res.)	(Bus.)

LAND INFORMATION

Legal description of proposed development site:

QTR./L.S.	SEC.	TWP.	RG.	M.	OR	REGISTERED PLAN NO.	BLOCK	LOT
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Size of the proposed development site:

LENGTH	<input type="checkbox"/> ft. <input type="checkbox"/> m	WIDTH	<input type="checkbox"/> ft. <input type="checkbox"/> m	Number of:	ACRES	OR	HECTARES
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Describe the existing use of the land:

DEVELOPMENT INFORMATION

Describe the proposed use of the land:

Check (✓) any proposed use(s) not identified above:

<input type="checkbox"/> Sign(s)	<input type="checkbox"/> Culvert(s)/ Road access point(s)	<input type="checkbox"/> Public use(s)/Utilities
<input type="checkbox"/> Dwelling unit(s)	<input type="checkbox"/> Accessory structure(s)/use(s)	<input type="checkbox"/> Other (specify) _____
<input type="checkbox"/> Home occupation(s)	<input type="checkbox"/> Commercial or industrial structure(s)/use(s)	

Indicate the proposed setback from the property line::

FRONT YARD	<input type="checkbox"/> ft. <input type="checkbox"/> m	REAR YARD	<input type="checkbox"/> ft. <input type="checkbox"/> m	SIDE YARD (1)	<input type="checkbox"/> ft. <input type="checkbox"/> m	SIDE YARD (2)	<input type="checkbox"/> ft. <input type="checkbox"/> m
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The land is adjacent to: ☐ A Primary Highway ☐ A Secondary Highway ☐ A District Road

Estimate the project;

A. COMMENCEMENT DATE

B. COMPLETION DATE

C. CONSTRUCTION COSTS

Attached is: (a) Site Plan: ☐ Yes ☐ No ☐ N/A; (b) Floor Plan: ☐ Yes ☐ No ☐ N/A;

DECLARATION

I/WE HEREBY DECLARE THAT THE ABOVE INFORMATION IS, TO THE BEST OF MY/OUR KNOWLEDGE, FACTUAL AND CORRECT:

NOTE:

Signature of Registered Land
Owner Required if different
from Applicant

DATE

SIGNATURE OF APPLICANT

DATE

SIGNATURE OF REGISTERED LAND OWNER

FOR ADMINISTRATIVE USE ONLY

LAND USE CLASSIFICATION:

FEE ENCLOSED: ☐ Yes ☐ No

AMOUNT: \$

RECEIPT NO.:

WHITE MUNICIPAL DISTRICT

CANARY DEVELOPMENT OFFICER

ABANDONED WELL PROCESS FOR SUBDIVISION AND DEVELOPMENT

Effective November 1, 2012, the Subdivision and Development Regulation requires that applicants for new subdivisions or development permits provide information about abandoned oil and gas wells on the subject property. Before an application for subdivision or a development can be considered, applicants MUST provide this information. The following chart outlines the process for determining what information is required depending on whether abandoned wells are located on the property.

- 1 Check the ERCB Abandoned Well Viewer to determine if abandoned wells are located on the subject property.

Yes - abandoned wells are found



No - abandoned wells are NOT found

- 2 The Applicant must provide the following as part of their application:
 - ☐ a statement that no abandoned wells are located on the property; and
 - ☐ the map from the ERCB viewer of the property.

- 2 The Applicant must contact all Licensees identified by the ERCB as affecting their property to confirm the following:
 - ☐ the exact location of each abandoned well; and
 - ☐ the setback distance required by the Licensee from each abandoned well.

- 3 The Applicant must provide the following as part of their application:
 - ☐ the map from the ERCB viewer of the subject property;
 - ☐ a list of all abandoned wells, including the surface coordinates;
 - ☐ a sketch of the proposed development showing the required setback area of each abandoned well; and
 - ☐ any additional information from Licensee(s) that led to a change in the setback.

The ERCB Abandoned Well Viewer can be found online at:
mapview.ercb.ca/spatialdatabrowser/default.aspx?config=AbandonedWells.xml

ABANDONED WELL PROCESS FOR SUBDIVISION AND DEVELOPMENT

FREQUENTLY ASKED QUESTIONS

- 1 Can an agent sign the statement on behalf of the landowner or does it have to be filled and signed by the registered owner of the property?

An agent can sign the required statement on behalf of the registered landowner. The wording in the ERCB's Directive 79 is "confirmation from the applicant." So that applicant, be they an agent acting on behalf of an owner or the owner, can sign the statement and provide the written confirmation.

- 2 If there is an abandoned well on the subject property being subdivided, what is the proper procedure that should be followed? What is required from the licensee and the registered owner?

*The landowner, or agent acting on behalf of the landowner, must contact all licensees on the affected property. The licensee is then required to **physically locate the abandoned well(s)**.*

In order to demonstrate that this has occurred, Municipal Planning Services will require the following:

- a) GPS coordinates of the well site(s); and*
- b) a sketch of the site showing the exact location of the well(s) on the site and the required setback distance from the well site(s).*

This information must be provided by the licensee.

- 3 What does a landowner, or their agent, do if an abandoned well licensee no longer exists or is defunct?

The ERCB and the Orphan Well Association have reached an agreement whereby the Orphan Well Association will, when contacted by a landowner/agent, go out and locate the abandoned well on the property as per the regular responsibility of licensees. Further information on the Orphan Well Association can be found on their website: www.orphanwell.ca

- 4 Does all this information need to be provided before an application for subdivision can be processed?

Yes. Municipal Planning Services cannot open new applications until all relevant information regarding abandoned oil and gas wells has been provided by the owner/applicant.

- 5 Is this process going to cause the landowner additional expense?

No. The costs of locating any abandoned oil and gas wells is the burden of the licensee. This process may add additional time in the preparation of an application, but will not incur direct expenses on the landowner.

STATEMENT REGARDING ABANDONED WELLS
NO WELLS ON THE SUBJECT PROPERTY

I, _____, registered owner (or
(please print)

their agent) of _____, have consulted the Energy
(Legal land description)

Resources Conservation Board (ERCB) Abandoned Well Map Viewer, and verified that **there are no** on
abandoned wells located the property subject to this application. A copy of the ERCB map showing the
subject property is attached.

Signature of registered owner (or agent)

Date

STATEMENT REGARDING ABANDONED WELLS
LOCATED ON THE SUBJECT PROPERTY

I, _____, registered owner (or
(please print)

their agent) of _____, have consulted the Energy
(Legal land description)

Resources Conservation Board (ERCB) Abandoned Well Map Viewer, and verified that **abandoned wells are located** on the property subject to this application. I have contacted the responsible licensee(s), and the exact well location(s) has/have been confirmed.

Additional information provided by the licensee(s) requiring a change in the setback area is attached:

- ☐ Yes
- ☐ Not applicable

In the event that construction activity occurs within the setback area of the abandoned well(s) as a result of development on the subject property, the abandoned well(s) will be temporarily marked with on-site identification to prevent contact during construction.

A copy of the ERCB map showing the subject property and a list identifying and locating the abandoned well(s) and on the subject property and a list are attached.

Signature of registered owner (or agent)

Date