

# Municipal District of Opportunity No. 17

## DEVELOPMENT PERMIT APPROVAL PROCESS

Before the Application



**Consult with your Municipal Development Officer**



**Application**



You can view our webmap here.  
<http://webmap.mdopportunity.ab.ca/>



**Complete and submit the application**

**Considering the Application**



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



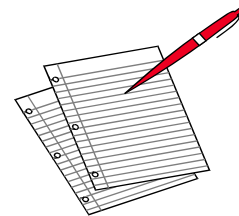
**Decision**



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 21 days of publication of decision



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 at [www.mdopportunity.ab.ca](http://www.mdopportunity.ab.ca) 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 application form provided and shall be accompanied by:

1. The complete application form ensuring the following information is provided:
  - a) Name of registered landowner
  - b) Legal land description
  - c) Description of the EXISTING use
  - d) Description of the PROPOSED development
  - e) The estimated construction/improvement costs & completion timeline
  - 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. As well as a floor plan, when applicable.
3. The development permit application fee:

Development Permit	Fees
Residential – Permitted Use	\$150.00 – variance \$100 (in addition to permit fee)
Residential – Discretionary Use	\$250.00 – variance \$100 (in addition to permit fee)
Non-Residential – Permitted Use	\$350.00 – variance \$200 (in addition to permit fee)
Non-Residential – Discretionary Use	\$450.00 – variance \$200 (in addition to permit fee)
Natural Resource Extraction <5 Hectares	\$800.00
Natural Resource Extraction >5 Hectares	\$1,500.00
Work Camp	\$2,000 + \$4.00 per bed
Fence, Deck, Accessory Building, Sea Can	\$100.00
Developing prior to obtaining approval	\$50.00 (in addition to permit fee)
Land Use Bylaw Amendment Application	\$400.00 (No GST)
Subdivision & Development Appeals	\$100.00 (Residential) \$400.00 (Non-Residential)

4. 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 will be subject to a fee of \$50.00, in addition to the development permit fee. 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 and/or other safety permits 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

*(Please Indicate "North" On Your Site Plan)*



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

Comments:

---

---

---



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  
[mdopportunity.ab.ca](http://mdopportunity.ab.ca)

## **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 herby 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:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

<p>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</p>
--





# DEVELOPMENT PERMIT APPLICATION

OFFICE USE ONLY
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 with 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.)

## 1. APPLICATION INFORMATION

COMPLETE IF DIFFERENT FROM APPLICANT

NAME OF APPLICANT			NAME OF REGISTERED LAND OWNER(s)		
ADDRESS			ADDRESS		
CITY/TOWN	PROVINCE/STATE	POSTAL CODE	CITY/TOWN	PROVINCE/STATE	POSTAL CODE
TELEPHONE (Res.)	(Bus.)	EMAIL	TELEPHONE (Res.)	(Bus.)	EMAIL

## 2. LAND INFORMATION

Legal description of proposed development site:

CIVIC ADDRESS	OR	QTR./L.S.	SEC.	TWP.	RG.	M.	OR	REGISTERED PLAN NO.	BLOCK	LOT

Describe the existing use of the land:

## 3. DEVELOPMENT INFORMATION

Size of the proposed development site:	Estimate the project:
LENGTH ft. m	CONSTRUCTION COST (CAD) \$
WIDTH ft. m	COMMENCEMENT DATE
ACRES OR HECTARES	COMPLETION DATE

Describe the proposed use of the land:

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

Sign(s)	Culvert(s)/Road access point(s)	Public use(s)/Utilities
Dwelling unit(s)	Accessory structure(s)/use(s)	Other (specify)
Home occupation(s)	Commercial or industrial structure(s)/use(s)	

Indicate the proposed setback from the property line:

FRONT YARD ft. m	REAR YARD ft. m	SIDE YARD (1) ft. m	SIDE YARD (2) ft. m
------------------	-----------------	---------------------	---------------------

This land is adjacent to:

A Primary Highway	A Secondary Highway	A District Road
-------------------	---------------------	-----------------

Attached is:

(a) Site Plan	Yes	No	N/A	(b) Floor Plan	Yes	No	N/A
---------------	-----	----	-----	----------------	-----	----	-----

\*MUST ATTACH

## 4. DECLARATION

I/We hereby declare that the above information is, to the best of my/our knowledge, factual and correct

DATE	SIGNATURE OF APPLICANT
DATE	SIGNATURE OF REGISTERED LAND OWNER

NOTE:  
Signature of Registered Land Owner Required if different from Applicant

OFFICE USE ONLY	
LAND USE CLASSIFICATION:	ROLL NO.
FEE ENCLOSED: Yes No	AMOUNT: RECEIPT NO.

# ABANDONED WELL PROCESS FOR SUBDIVISION & DEVELOPMENT

## MUNICIPAL DISTRICT OF OPPORTUNITY NO. 17 PLANNING AND DEVELOPMENT DEPARTMENT

<http://www.mdopportunity.ab.ca/lands-planning-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 either subdivision or development can be considered, applicants **MUST** provide this information to the County for review. The following chart outlines the process for determining what information is required depending on whether abandoned wells are located on the property in question.

**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 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:

- ☐ Exact location of each abandoned well; and
- ☐ Setback distance required by the Licensee from each 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 the Licensee(s) that led to a change in the setback.

### We offer Services in

- A) Preparation & implementation of statutory plans
- B) Review of development and subdivision applications
- C) Facilitation of appeals to the Subdivision & Development Appeal Board
- D) Processing of applications to rezone land and to amend statutory plans
- E) Issuance of compliance certificates

### Where can I access the ERCB Abandoned Well Viewer?

<http://mapview.ercb.ca/spatialdatabrowser/default.aspx?config=AbandonedWells.xml>

### Is this process going to cause additional cost for the landowner?

No – the costs of locating any abandoned oil and gas wells is the responsibility of the licensee. This process may however add additional time in the preparation of the application so please keep this in mind when planning your project.

### RELATED ITEMS:

[ERCB  
Abandoned Well  
Viewer](#)

# ABANDONED WELL PROCESS FOR SUBDIVISION & DEVELOPMENT

MUNICIPAL DISTRICT OF OPPORTUNITY NO. 17  
PLANNING AND DEVELOPMENT DEPARTMENT

## Frequently Asked Questions:

1) **Can an agent sign the statement on behalf of the landowner or does it have to be filled out 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 the applicant, be they an agent acting on behalf of an owner or the owner themselves, 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 in the affected property. The licensee is then required to physically locate the abandoned well(s). In order to ensure this has occurred, the Municipality will require the following information be submitted with applications for Development Permits:

- a) GPS coordinates of the well sites; 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 license 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 the owner or the 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](http://www.orphanwell.ca)

4. **Does all this information need to be provided before an application for subdivision or development can be processed?**

Yes, The Municipality and its subdivision authority cannot open new applications until all relevant information regarding abandoned oil and gas wells has been provided by the owner/applicant.



**RELATED ITEMS:**

[ERCB  
Abandoned Well  
Viewer](#)

## | STATEMENT REGARDING **NO ABANDONED WELLS**

I/We \_\_\_\_\_  
FULL NAME

the registered owner(s) (or authorized agents) of \_\_\_\_\_  
LEGAL LAND DESCRIPTION

have consulted the Alberta Energy Regulator (AER) Abandoned Well Map Viewer, and verified that:

**THERE ARE NO ABANDONED WELLS LOCATED ON THE PROPERTY SUBJECT TO THIS APPLICATION.**

☐ I/We have attached a copy of the AER map showing the subject property.

\_\_\_\_\_  
Signature of Registered Owner (or Agent)

\_\_\_\_\_  
Date

**FURTHER INFORMATION MAY BE PROVIDED AS AN ATTACHMENT**

| STATEMENT REGARDING **ABANDONED WELLS LOCATED**

I/We \_\_\_\_\_  
FULL NAME

the registered owner(s) (or authorized agents) of \_\_\_\_\_  
LEGAL LAND DESCRIPTION

have consulted the Alberta Energy Regulator (AER) Abandoned Well Map Viewer, and verified that:

**ABANDONED WELLS ARE LOCATED ON THE PROPERTY SUBJECT TO THIS APPLICATION.**

☐ I/We 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.

☐ I/We have attached a copy of the AER map showing the subject property and a list identifying and locating the abandoned well(s) and on the subject property.

\_\_\_\_\_  
Signature of Registered Owner (or Agent)

\_\_\_\_\_  
Date

**FURTHER INFORMATION MAY BE PROVIDED AS AN ATTACHMENT**