

## Land Use Department Communication

<b>Process:</b>	Land Use Request and Notification Requirements
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### 1. Introduction

#### 1.1. Background

Commencing Monday April 1, 2019, Forcorp Solutions Inc. (FORCORP) will receive and process land use related requests and notifications on behalf of Vanderwell Contractors (1971) Ltd. (Vanderwell), including:

- Timber License (CTL/DTL) Land Withdrawals
- Road Use
- Crossings, approaches, abutments, parallel, proximity, encroachments
- FMA9700036 Land Withdrawals (FORCORP will receive these, but will forward to Vanderwell for further handling)

This document summarizes how to submit requests and notifications to Vanderwell, and what information is required.

#### 1.2. Account Set Up and Access

Requesting companies (Grantee) or land agents representing requesting companies, will submit their requests and notification through FORCORP's eLands system (accessed via FORCORP's website ([www.forcorp.com](http://www.forcorp.com)) > Log In > eLands). If you already have an eLands account that you use for making requests to one of FORCORP's other clients, you will be able to make requests and submit notifications to Vanderwell with your existing account. If you do not already have an eLands account, email the FORCORP land use team ([lands@forcorp.com](mailto:lands@forcorp.com)) and include the information listed below. Once your account is set up, you will receive an email containing the information to access the system along with your login credentials.

- **First and Last Name**
- **Phone number**
- **Email address** (the email address of the person named above, not a generic email address that you and others within your company use)
- **Company** (if you are a land agent, provide the Land Agent company, not the company you will make requests on behalf of)
- **Companies that you typically represent** (if you are a land agent, provide the full legal name companies that you typically make requests on behalf of)

#### 1.3. Request and Notification Initiation

From eLands, click on the green 'Wizard' button. Select whether you are seeking consent for an activity ('Consent Request') or are providing notification of an activity ('Notifications'). Depending on the 'Consent Request Type' or 'Notification Type' you are submitting, the form will display the fields that you need to populate. Once you have populated the form, attach a single zip file containing all the required items specified for the particular transaction as defined within this document, and click 'Submit'. Once you have submitted the form, you will be presented with a confirmation, indicating that your submission has been successfully loaded into the queue for assessment by one of FORCORP's land use specialists, who will contact you if they require further information.

## 2. Requests

To initiate a request, within eLands, click on the green 'Wizard' button, and then click on 'Consent Request'. You can select multiple types of 'Consent Requests', without the need to duplicate the information requirements defined below (for example: If you are requesting Road Use consent for a pipeline construction project, where you also require crossing consent, select these 'Consent Request Types', populate the other fields, prepare a single cover letter containing all the information required for each of the request types, and submit a single zip file containing all the other items required for each request type).

### 2.1. Timber License (CTL/DTL) Land Withdrawals

1. Cover letter, containing the following
  - a. Grantee name and address
  - b. LAT number or Disposition number or Project reference number
  - c. Surface legal land description of the activity
  - d. Grantee file number and/or Land Agent file number
  - e. Estimated timber volume: # loads and volume for each coniferous and deciduous timber
  - f. Clear statement of the type of consent you are seeking
2. LAT report
3. Land Standing report
4. Survey Plan or sketch
5. Estimated timber volume: #of loads and volume for each coniferous and deciduous timber - either in a timber salvage report or included in the cover letter.

### 2.2. Road Use

1. Cover letter, contain the following:
  - a. Grantee name and address
  - b. Grantee Disposition number and legal location of surface destination
  - c. Purpose of use
  - d. Grantee file number and/or Land Agent file number
  - e. Grantor Disposition number(s)
2. Route Map, detailing disposition, disposition owner and distance (Kms) requested for each road

### 2.3. Crossings, Approaches, Abutments, Parallel, Proximity, Encroachments)

1. Cover letter, contain the following:
  - a. Grantee name and address
  - b. Grantee Disposition number and legal location of surface destination
  - c. Grantor Disposition number(s)
  - d. Legal location of interaction between Grantee activity and Grantor Disposition
  - e. Grantee file number and/or Land Agent file number
2. Survey plan or sketch showing interaction

## 3. Notifications

Unless otherwise described below, initiate a notification, within eLands, by clicking on the green 'Wizard' button, and then clicking on 'Notifications'.

### 3.1. Notification of Road Use / Rig Moves

Access, complete and submit the form through one of the following:

- i. From [www.forcorp.com](http://www.forcorp.com), click on the green 'Road Use Notifications' button at the bottom right of the screen, and then from the FORCORP's public accessible event and notifications page, click on the green Road Use/Rig Move Notice button.
- ii. Within eLands, click on the green 'Wizard' button, then 'Notifications', and then 'Rig Move Notifications'.

## 4. FMA Land Withdrawal Requests

**NOTE – FMA9700036 Land Withdrawal requests are to be submitted to eLands, but all assessment, follow-up and consent will be handled by Vanderwell directly. FORCORP is providing the following information as a guideline to the items typically required by FMA holders to assess FMA Land Withdrawal requests.**

### 4.1. FMA Land Withdrawal – New Disposition, Amendments, LAT Replacements

1. Cover letter, containing the following:
  - a. Grantee name and address
  - b. LAT number or Disposition number or Project reference number
  - c. Surface legal land description of the activity
  - d. Grantee file number and/or Land Agent file number
  - e. Clear statement of each type of consent you are seeking
  - f. For replacements and amendments, include the LAT number, disposition number or project reference number that was previously requested or consented.
2. LAT report
3. Application Supplements
4. Survey Plan or sketch
5. Spatial files containing all permanent and temporary areas (see 'Spatial Data Assembly Requirements')
6. Estimated timber volume: #of loads and volume for each coniferous and deciduous timber - either in a timber salvage report or included in the cover letter.

### 4.2. FMA Land Withdrawal – TFA (Temporary Field Authority)

1. Cover letter, containing the following:
  - a. Grantee name and address
  - b. Project reference number
  - c. Surface legal land description of the activity
  - d. Grantee file number and/or Land Agent file number
  - e. Clear statement of each type of consent you are seeking
  - f. For replacements and amendments, include the LAT number, disposition number or project reference number that was previously requested or consented.
2. Completed TFA Application Form (that will be submitted to GOA)
3. Survey Plan or sketch
4. Spatial files containing all temporary areas (see 'Spatial Data Assembly Requirements')
5. Estimated timber volume: #of loads and volume for each coniferous and deciduous timber - either in a timber salvage report or included in the cover letter.

### 4.3. FMA Land Withdrawal – As-built

#### 4.3.1. As-built with a Statutory Declaration

1. Cover letter, containing the following:
  - a. Grantee name and address
  - b. Disposition number

- c. Surface legal land description of the activity
- d. Grantee file number and/or Land Agent file number
2. Statutory Declaration
3. Survey plan

#### **4.3.2. As-built with NO Statutory Declaration (sketch-to-survey)**

Include items listed above for 'FMA Land Withdrawal – New Disposition, Amendments, LAT Replacements', excluding the following:

- LAT Report
- Application Supplements

## **5. Spatial Data Assembly requirements**

### **5.1. Introduction**

The shapefile(s) accompanying FMA Land Withdrawal requests is a key component to the FMA review and consent process, and the correct determination of applicable timber damage charges.

### **5.2. Preparing and Submitting Shapefiles Accompanying FMA Land Withdrawal Requests**

The following standards apply to all spatial data submissions:

- Format: ESRI Polygon shapefile
- Projection: EPSG3400 – NAD83 / Alberta 10-TM (Forest)
- Files: Must include files: .shp, .shx, .dbf and .prj.

All area that the activity will cover within FMA needs to be contained within the shapefile, including:

- Permanent Area (e.g.: the actual PLA, LOC, MSL, etc.)
- Incidental / Temporary Area (e.g.: workspaces, camps, log decks, borrow pits, etc.)
- Road Allowances (e.g.: when the activity area will be within a road allowance)

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