

## Department License of Occupation (DLO) Application Requirements

Expedited Authorizations Process for Flood Recovery (EAPFR)

Alberta Environment and Sustainable Resource Development - South Saskatchewan Region

You will require the following as part of your Department License of Occupation (DLO) application package:

1. **A letter explaining the project and the need.**
2. **A completed DLO disposition application form for Shoreline/Water Body Modification.**
3. **A detailed Sketch Plan submission (per the attached pg. 2) - "Content Requirements for Shoreline/Water Body Disposition Sketch Plan".**
4. **Payment of Fees - Application fee of \$50.00 + GST, and a digital mapping fee of \$125.00 (no GST) payable to The Government of Alberta**

The **application form for a DLO for Shoreline/Water Body Modification** is located on the ESRD website: [ESRD Forms](#). Select the Water – Bed & Shore link and open the "Application for Shoreline Water Body Modification" file.

**Client ID Number:** Within the application form, you require a Client ID Number. If you have been issued an early entry TFA or already hold an existing public lands disposition, you will already have been assigned a Client ID Number and will not need to obtain a new number. Requests to obtain an ID may be made by visiting the ESRD website: [ESRD Forms](#). Select "User IDs & Client IDs for access to Industry Online Services", and open "Application for LSAS Client ID and complete form/ directions".

### Client ID Number – Submission

Client ID forms may be submitted to one of the following:

Fax: 780-422-0382, or email: [ClientRegistry@gov.ab.ca](mailto:ClientRegistry@gov.ab.ca). For further information contact 780-422-1395

**First Nations Consultation (FNC) Requirements/Number:** All long term DLO type dispositions (including "Shoreline/Water Body Modifications") must first acquire an FNC number and identify it within the application form. Steps to acquiring an FNC number are located under the "PROCEDURAL STEPS" on the ESRD website: [First Nations Consultation - Lands](#).

**FNC Questions:** You may contact a local First Nations Consultation representative using the ESRD's First Nations Consultation website contact below;

Telephone: 780-415-9542, or email: [srd.fnconsultlands-eds2110ea@gov.ab.ca](mailto:srd.fnconsultlands-eds2110ea@gov.ab.ca).

Regional coverage – North & South Saskatchewan Region (South Saskatchewan Region for Southern Alberta)

**Plan Confirmation Number:** Plan confirmation numbers on the application form are only required if you are submitting a DLO application through the EDS (Electronic Digital Submission) process. For further information contact Land Disposition and Approvals Section at 780-427-3570.

**Sketch Plan Requirements:** Disregard the "Information Requirements to Accompany Application Form" section (items (a) through (e)) within the application form, and follow the attached detailed sheet "*Sketch Plan for Department of License Occupation (DLO) Disposition Applications*" in page 2 of this information bulletin.

**Note:** DLO dispositions on public lands are subject to term rent. Reclamation of occupied disposition lands either interim and/or final is the responsibility of the disposition holder to complete prior to permit/license expiry. Reclamation is subject to prior ESRD approval including meeting applicable regulatory requirements. Dispositions may be subject to a security deposit as determined by ESRD.

**DLO Application Packages** can be submitted by mail: Alberta Environment & Sustainable Resource Development, 2nd. Floor, 9915 – 108 St. Edmonton, Alberta T5K-2G8, or email: [ESRDSurfaceActivityApplications@gov.ab.ca](mailto:ESRDSurfaceActivityApplications@gov.ab.ca)

For further information on applying for a DLO – Shoreline/Water Body Modification please contact ESRD – Land Disposition and Approvals Section, Provincial Programs Branch, Operations Division in Edmonton, Alberta. Telephone: 780-427-3570 Email: [esrdsurfaceactivityapplications@gov.ab.ca](mailto:esrdsurfaceactivityapplications@gov.ab.ca)

## Sketch Plan for Department of License Occupation (DLO) Disposition Applications

- Disposition or location sketch must be originals, neat, computer drafted and created accurate to scale.
- Scale may range from 1:500 to 1:10 000. With smaller scale maps, congested areas may be shown as a detail at any scale.
- A plan must not be more than 75 cm in width or 300 cm in length. No plan shall be smaller than letter size (21.59 cm x 27.94 mm).
- A margin outline of 1 cm from the edge of the plan is to be drawn around all sides of the plan. Large white areas outside of the plan margin must be cropped out.
- Cadastral mapping base data must be used to show location of the proposed activity.
- Title block or heading indicating:
  - legal land description (township, range, meridian, section and/or plan, block, lot text)
  - applicant/consultant/survey company name (no company logos)
  - who prepared plan
  - surveyor/client file # (optional)
  - purpose of activity
  - scale of plan along with north arrow
  - 5 cm x 7 cm wide space for Technical Service stamp when submitted outside of the Electronic Disposition Submission (EDS) process
- Text indicating if and when work within unsurveyed territory is required.
- Area of the plan to be approved is to be outlined. The outline is to be 3 to 4 times the thickness of the normal line weight of the plan. It must be bold enough to eliminate any possible confusion as to the area that is to be approved under the plan. The outline shall not be dashed or obscure data on the plan. Statutory road allowances need to be outlined and excluded.
- Statutory road allowances, registered roads, and unregistered roads used as public roads (Section 18(1) of the Municipal Government Act) fall under the jurisdiction of Alberta Transportation (direction, control and management resides with the Municipality) and as such are not to be included in the area calculation.
- Theoretical road allowances (unsurveyed) are under the jurisdiction of ESRD and must therefore be included in the area calculation.
- Show proposed approximate full circle bearings and distances, widths and lengths (if linear) of the entire activity and its relation to the survey fabric (ties to corners of quarter lines/road allowance, other land titles or ESRD surveyed plans). Symbology such as 'X' may be used to indicate deflection points along line work to enhance defining bearing and distance beginning and end points.
- Size of activity, in hectares, within each surveyed quarter section must be indicated (excludes statutory road allowances).
- Total size of activity, in hectares, within unsurveyed territory must be indicated (includes road allowances).
- Label named water bodies/watercourses and show direction of flow. If/when the intent of the activity is to have the current bank as part of the boundary of the lease, please indicate as such.
- Show all dispositions, authorizations, surveys registered at Land Titles adjacent to and/or throughout the proposed activity.
- The plan must not contain aerial imagery or coloured line work. Line work must be black, sketch must be monochrome (grey tones, fuzzy line work and fill/shading will not be accepted).
- If contours are to be shown it shall not obscure any plan data.

For further information on plan requirements contact ESRD – Land Disposition and Approvals Section, Provincial Programs Branch, Operations Division in Edmonton, Alberta.  
Telephone: 780-427-3570 Email: [esrdsurfaceactivityapplications@gov.ab.ca](mailto:esrdsurfaceactivityapplications@gov.ab.ca)