



Application and Processing Procedure for Agricultural Land Disposition Requests	Lands Division
Staff Directive No. 2011.01	Rangeland Management Branch
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Background

The Land Disposition Request (LDR) allows the public to apply for agricultural use or sale of public land. When an application is received, Sustainable Resource Development (SRD) evaluates the land to determine the appropriate land use and tenure. If the review results in a recommendation to sell or allow agricultural use, a land auction or tender generally occurs. This process usually applies to vacant (unallocated) public land.

Application and Processing Procedure

1. The client(s) submit a Land Disposition Request (LDR) Application for agricultural disposition or sale (Form LG 120). The form may be submitted to either the area agrologist or Disposition Services Section (DSS). SRD highly recommends that clients contact their area agrologist to discuss the request prior to submitting an application form. This will allow the area agrologist to determine if there are other land users or management concerns and discuss any impacts this may have on the application.
2. The application is reviewed by DSS to determine completeness. Incomplete applications will not be entered into the department’s records. DSS will return the application to the client and advise them of the deficiencies. If the application is complete, DSS will issue a LDR Number and send a letter to the client within 30 days. Complete applications are referred to the area agrologist for review and recommendation.
3. The area agrologist completes a land standing search and refers the application to other affected agencies.
4. The area agrologist completes a field inspection and assesses the land for agricultural capability or sale. The assessment involves:
 - Soil evaluation including climate
 - Physical and chemical characteristics of soil
 - Landscape
 - Drainage
 - Vegetative communities (AUMs)

This information, along with assessment of other land use values (e.g. recreation and habitat) and land accessibility are used to make a decision on the application.

5. If required, SRD undertakes First Nations Consultation.
6. The area agrologist submits their final land use recommendation along with referral responses and operating conditions to DSS. If the final recommendation is sale, then SRD undertakes an appraisal to establish upset (minimum) price for auction or tender.

7. DSS implements the area agrologists land use decision through tender or auction of the lands in question and advertises the auction or tender in local newspapers.
8. Following the auction or tender, the area agrologist makes a recommendation whether to accept the bid. Generally the highest bid is accepted as long as the bidder meets the administrative requirements.
9. DSS issues a disposition contract. The contract includes both embedded and any operating conditions.

Contact Information

Rangeland Management Branch
780-427-3595

Lands Division contacts are available on the SRD website at srd.alberta.ca posted under About Us.