

Disposition Application Checklist

Correct preparation of disposition applications is vital for the application to be accepted and processed. It is the applicant's and their agent's responsibility to ensure that decisions have been made using the proper information, and that all of the information and documentation submitted is correct, complete, and aligns with the overall application. Use the boxes to the left of the items to check off application requirements you have met/completed to help you submit a valid and complete application.

Applicant Identification and Date of Application

- Proper legal name of the applicant
- Client identification number
- Correct email, address, and telephone numbers for the applicant
- Agent contact information – legal name, address, phone number and file number
- Application Date

Application Type

- Project Name
- Disposition Type
- Project Purpose
- Activity

Land Identification and Description

- Legal land description of lands being applied for
- Land list includes all land for which the application is requested
- Land list information in the application and all attachments match
- Land Standing Report generated prior to the application and attached

Identification of Waterbody Bed/Shores Including Wetlands

- Due diligence was done to identify potential waterbody bed/shores, including wetlands.
- If a wetland was identified, the required documents have been attached as per the Alberta Wetland Policy Implementation website.

Landscape Analysis Tool (LAT) Report

- LAT Report Number and Date
- Valid LAT report (attached in the form that it was received)
- LAT report must at a minimum:
 - include all of the lands identified on the application plan and application submission
 - exactly match the disposition type and purpose/activity code as being applied for,
 - ensure the sketch created within the LAT report, resembles the application plan,
- All standards identified in the LAT report for the project (land location and activity) are to be met. If not, the appropriate mitigation sections of the supplement must be completed. Only those approval standards and operating conditions specified in the Master Schedule of Standards and Conditions can be mitigated.

Application Supplements

- Appropriate Application Supplements are completed based on the disposition and the activity type being applied for.
- Mitigation section of the Supplements are completed if required.

File Number for Consultation

- A valid File Number for Consultation was obtained for all land on the land list that is being applied for and correctly matches the disposition type and the purpose and the activity planned.

Consent

Consent Required:

- Yes No
- Required consents, reflecting the same LAT report number as the application (attached as a .pdf or .doc file) if applicable

Plan (Sketch, Survey/Hybrid Cadastre)

- All plans required for the land/activities identified in the LAT report are completed (accurate and complete information) and attached in the required format
- Plans align with current Government and higher level plans.
- Technical requirements of the plan are met
- Plan Confirmation number provided – related to the Plan Confirmation Service (PCS) file

Code(s) of Practice (if applicable)

- Water Act* Code of Practice Notification(s) (attached as a .pdf or .doc file)

Wildlife/Vegetation Survey

- As directed by the standards/conditions as identified within the Landscape Analysis Tool report, attach a Wildlife Survey form as required (.pdf format) meeting the procedures for Wildlife Surveys.

Cover Letter (Optional)

- A cover letter is attached which provides all the information outlined in the Cover Letter template.

Additional Information

- Additional documents required as per disposition type included.

- Signature (if applicable)**