



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

Clearing and Grading Permit

Development Permit Number (if applicable): _____

Application Date (M/D/Y): _____ Estimated Completion Date (M/D/Y): _____

Applicant: _____		Mailing Address: _____	
City: _____	Prov: _____	Postal Code: _____	Phone: _____
Contact Person: _____		Mailing Address: _____	
City: _____	Prov: _____	Postal Code: _____	Phone: _____
Alt Phone: _____		Email Address: _____	
Fax: _____			
Developer's Engineer: _____		Mailing Address: _____	
City: _____	Prov: _____	Postal Code: _____	Phone: _____
Contractor: _____		Mailing Address: _____	
City: _____	Prov: _____	Postal Code: _____	Phone: _____
Email Address: _____		Contractor's Business License: _____	
Property Location Street Address: _____		Hamlet: _____	
Unit #: _____	Lot: _____	Block: _____	Plan: _____
Legal Subdivision: Part of: _____		¼ Sect: _____	Twp: _____
Rg: _____		W of: _____	Subdivision: _____
Directions: _____			
Detailed description of work:		☐ Clearing ☐ Grading	
		☐ Clearing & Grading	
Registered Owner (or agent of owner):			
I (print name) _____ hereby certify that (please check one)			
☐ I am the registered owner of the land described above; or			
☐ I have been designated as the representative or agent of the owner (Written Consent Attached)			
Signature: _____		Date: _____	
Planning & Development Officer Contact: _____		Phone: _____	
Reviewed By: _____			
(Engineer/Technician)			
Approved By: _____		Date Approved: _____	
(Manager, Development Engineering)			
Comments: _____			
Permit Fee: \$ _____ <i>Bylaw 25/026 Schedule K (\$240 for Lots <500 m² : \$500 for Lots 501-4000 m² : \$750 for Lots > 4000 m²)</i>			
Payment Method: ☐ Vis ☐ M/ ☐ Debi ☐ Chequ ☐ Cash Authorization / Cheque Number _____			

Clearing and Grading Permit

Applicant/Developer are required to apply for and receive approval from the Municipality for clearing, grubbing, and grading under the following conditions:

If the site meets at least one condition, then it will require a Clearing and Grading Permit:

- ☐ Cut-/Fills greater than 400 cubic meters.
- ☐ Slopes greater than 20% on subject property or adjacent properties.
- ☐ Sites below 248 meters Geodetic Elevation.
- ☐ Sites near water bodies, streams, rivers or wetlands.
- ☐ Clearing greater than 1000 square meters.
- ☐ Work that will result in publicly owned and operated infrastructure.

Information may be required depending on specific site conditions, as directed by the engineer:

- Erosion and Sediment Control Plan,
- Cut and Fill Plan (existing and proposed contours),
- Traffic Accommodation Plan,
- Route Haul Permit (if required),
- All stockpile locations,
- Stockpile sizes,
- Duration the stockpile will occupy the space.
- Abandoned Well Map (if required),
- Geotechnical Report.
- Environmental Impact Assessment

STEP 1

SUBMIT AN APPLICATION

- Apply online on the RMWB website through E-permitting portal
 - Create an account or sign in at <https://acaproduct.rmwb.ca/citizenaccessprod/Default.aspx>
- Apply in person at 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4.
 - You can contact by phone at 780-743-7000 or by email at permit.inquiries@rmwb.ca
 - After hours: contact the Pulse at 780-743-7000 or toll-free at 1-800-973-9663
 - Conversely download permit application forms under Engineering and Infrastructure Development at <https://www.rmwb.ca/en/permits-and-development/applications-licences-and-permits.aspx>
- Fill out all the applicable information and payment is due and payable at the time of application
 - Attach all required documentation
 - Have a map showing the location of work, approved project drawings, specifications and if requires a Traffic Accommodation Plan following the RMWB's Procedure Manual for Installation of Utilities, Traffic Control & Utilities Manual or designed by a trained individual.

STEP 2

REVIEW

- The Clearing and Grading permit is reviewed internally within 5 working days.
- All information and attachments provided by the applicant will be carefully reviewed for compliance.
- The applicant will be contacted if additional information is required.

STEP 3

DECISION

- **APPROVED**
 - The applicant will receive an auto generated email, confirming permit has been approved. To access the permit, login to download the permit.
- **NOT APPROVED**
 - The applicant will receive an auto generated email or phone call with recommendations/comments.
 - If the applicant addresses recommendations/comments, so back to review stage.

STEP 4

CARRY OUT WORK

- Applicant is approved to carry out work as per the endorsed permit.
- When works is complete, an engineering technician may conduct a site inspection during or when work is done for compliance.

STEP 5

PERMIT EXTENSION (OPTIONAL)

- Permit extension can be requested by email to Engineering.Requests@rmwb.ca
- Sign in, upload supporting documents and contact us by email to schedule proposed extension date