

SAND AND GRAVEL PIT

General Information



LACOMBE COUNTY'S SAND AND GRAVEL PIT DEVELOPMENT PERMITTING PROCESS INCLUDES THE FOLLOWING STAGES.

1) NOTICE AND PRE-CIRCULATION

Prior to accepting a Development Permit Application, the County requires that neighbouring landowners are notified through a pre-circulation package that describes the proposed activities. The applicant must submit copies of any responses received, and a report outlining any actions proposed to address any concerns. For more information, please refer to Lacombe County's *Notice and Pre-Circulation Process* information package, available [here](#).

2) DEVELOPMENT PERMIT APPLICATION

The applicant must submit a completed Development Permit Application to the County.

3) NOTICE OF DECISION

Lacombe County will issue a Notice of Decision stating whether the application has been approved with conditions, or refused. If an application is approved with conditions, all conditions of development approval must be completed before a Development Permit will be issued. Some conditions of approval are ongoing; if an operator does not continuously comply with these conditions the Development Permit may be revoked.

Conditions of development approval require that all gravel pits will be required to enter into a Development Agreement, Sand and Gravel Haul Agreement, and provide a Progressive Reclamation Plan to the County's satisfaction. The Development Agreement and Sand and Gravel Haul Agreement are prepared by the County after a Notice of Decision, but sample documents are available from the County. It is the applicant's responsibility to complete the Progressive Reclamation Plan, please refer to the Lacombe County *Sand and Gravel Pit Progressive Reclamation Plan Guide* for more information about reclamation plan requirements.

The Notice of Decision alone does not mean that an operation has development approval; the operation does not have development approval until a Development Permit is issued.

4) DEVELOPMENT PERMIT

A Development Permit will not be issued until all conditions of development approval have been met to the satisfaction of the County. Sand and gravel pit operations may not start until the County has issued a Development Permit.



For further information about the development permitting process, please call Planning Services at (403) 782-8389.

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General Information



COMPLETE THE ATTACHED APPLICATION FORM by printing clearly or filling out all of the required fields electronically. The application must be signed by the registered owner(s) of the land if different from the applicant. Please note that handsigned electronic signatures are accepted, but digital encrypted type signatures are not accepted.

INCLUDE A SITE PLAN drawn to scale showing:

- the legal description of the property;
- property boundaries (1/4 section lines or other parcel boundaries);
- area disturbed to date if previously excavated;
- area proposed to be disturbed under this development application;
- development and reclamation sequence of the operation (by year);
- total area to be disturbed in lifetime of pit;
- existing and proposed infrastructure and improvements, including but not limited to access roads, power lines and pipeline rights of way;
- all watercourses or bodies of water (including wetlands) and buildings in the vicinity of the operation;
- other significant topographic features of the site (e.g. valley breaks);
- existing drainage;
- existing vegetation (e.g. treed areas);
- any other features that will be affected by activities at the pit;
- location of existing and future topsoil, overburden and gravel stockpiles;
- location of existing and proposed processing facilities, such as crusher, washing sites and ponds, water diversion infrastructure, pit water discharge locations and groundwater discharge and recharge areas; and
- location of cross-sectional lines.

CROSS-SECTIONAL DRAWINGS must be provided, showing the existing land surface elevation, the proposed depth to which the site is to be excavated, and the level to which it is proposed to restore the disturbed area in relation to the adjacent land. The cross-sectional drawings must show the entire pit in at least two directions. The cross-sections should be at right angles to each other and be located in a manner that shows a reasonable representation of the excavation area and the adjacent land. The cross-sectional drawings must include slope. If known, please include: topsoil depth, subsoil depth, overburden depth, aggregate depth, depth to groundwater.

A HAUL ROUTE MAP must be provided, indicating the route(s) to be used by truck haul traffic.

A SURROUNDING LAND USE MAP must be provided showing land uses (e.g. houses, other buildings or developments, roads, oil/gas facilities, watercourses, etc.) within 1.6 kilometres (1 mile) of the proposed development.

PROGRESSIVE RECLAMATION PLAN All gravel pits, regardless of size, are required to submit a progressive reclamation plan to the satisfaction of the County. Please review the County's *Sand and Gravel Pit Progressive Reclamation Plan Guide* for specific requirements. The progressive reclamation plan may be submitted with the application, or following the County's issuance of a Notice of a Decision. Please note that a Development Permit will not be issued until a progressive reclamation plan has been submitted and approved by the County.

NEIGHBOURING LANDOWNER CONSULTATION REPORT Every applicant is required to discuss their development plans with landowners, both surrounding the proposed development site and along the proposed haul route, before making an application to the County. This consultation is designed to resolve any concerns that the community might have with the proposed operation. A report outlining details of the consultation carried out, and the actions that the owner/operator intends to take to address any local concerns, shall be submitted to the County when the application is made. We would ask that you contact Planning Services to review what is required, or read the *Notice & Pre-Circulation Process* information guide available on the website.

The County will require details describing how the owner/operator plans to keep neighbours informed of its operations, and how it intends to deal with any issues or concerns they may have with the operations.

A NON-REFUNDABLE PROCESSING FEE must also be paid. The current fee is \$50+GST for neighbouring landowner circulation, and \$500 application fee, for a total of \$552.50 per sand or gravel application. **All fees are payable to Lacombe County via cheque, cash, debit, or credit card. Credit card payments are completed using OptionPay (a third party software provider) and are subject to additional surcharges.**

MORE INFORMATION may be requested by the County to properly evaluate the application. An application will not be deemed complete until all required information is provided to the County. An incomplete application will not be accepted by the County.

RETURN THE APPLICATION TO



Lacombe County
Attention: Planning Services
RR 3 Lacombe AB T4L 2N3
planning@lacombecounty.com

IMPORTANT NOTES

No work may be commenced at the development site without a valid Development Permit from the County. Please note that the Notice of Decision issued by the County is not an authorization to start or continue operations. All conditions of development approval listed on the Notice of Decision must be completed before a Development Permit will be issued.

Approvals will normally be granted for a specified period of time, usually five years, at the end of which the owner/operator must apply for a new permit in order to continue the operation.

Activities at a pit shall be conducted in accordance with the approved application and approved progressive reclamation plan. A new application is required if there are any changes proposed to the operation, even if the current development approval has not yet expired.

The County will require the owner/operator to enter into a development and road haul agreement, addressing such matters as haul routes, road use impacts and other effects on the local community. A caveat respecting the agreements will be registered on the title to the property.

Please note that each company operating out of the pit will be required to enter into a separate Sand/Gravel Haul Agreement with the County.

You should be aware that, pursuant to Bylaw No. 1261/17, you will be required to pay a community aggregate levy payment as a contribution by the industry to the future construction and upgrading of roads impacted by sand and gravel hauling. This \$0.40 per tonne levy is imposed on all sand and gravel excavations operating in the municipality. You may also be required to provide additional security (letter of credit) to ensure the maintenance and repair, including dust control, of County roads during hauls.

Any decision made by the County on an application for a discretionary-use development or relaxation of one

or more provisions of the Land Use Bylaw will be subject to appeal. If an application is refused, or the applicant or other party is not satisfied with one or more conditions of approval, then an appeal can be made to the appropriate appeal board (Land and Property Rights Tribunal or the County's Subdivision and Development Appeal Board). The length of the appeal period is 21 days; if no appeals are received within this time period, the decision will be upheld by the County.

If an appeal is filed against a decision, the application will be referred to the appropriate appeal board. The appeal board will then hear the application on its own merit and make a decision to approve or refuse the application. Should an approval be given, and there are no outstanding conditions of approval required to be completed prior to issuance, a development permit will be issued.

Once the development is started, it is not to be abandoned or left for an extended period of time in what the County considers to be an unsightly or unsafe condition.

APPROVALS MAY BE REQUIRED FROM OTHER GOVERNMENT AGENCIES

It is the responsibility of every owner/operator to find out what other permits or approvals may be required for the proposed operation.

Operators of sand and gravel pits that will disturb an area of 5 hectares (12.36 acres) or larger over the lifetime of the pit will be required to register their pits with Alberta Environment and Parks and follow the standards and requirements outlined in the provincial Code of Practice for Pits. Please note that the total disturbed area includes the pit, access roads, stockpiles and all processing facilities. Smaller operations will continue to be regulated by the Environmental Protection and Enhancement Act, in addition to all requirements of Lacombe County.

If the owner/operator intends to use or divert water as part of their operation, or proposes to modify or divert a drainage course or plan to leave a surface water body larger than 2,500 m³ in volume as an end land use, a water license will be required from Alberta Environment and Parks under the Water Act.

The owner/operator may require approval from Alberta Environment and Parks under the Public Lands Act if the proposed development area contains a permanent and naturally occurring body of water and/or where a river, stream, watercourse or lake may be impacted by the operation.

All approvals, authorizations and licenses issued under the Environmental Protection and Enhancement Act, Water Act or the Public Lands Act should not be taken to mean that federal requirements have been complied with. The owner/operator will need to contact Fisheries and Oceans Canada if the development affects fish habitat, and Transport Canada where navigable waters are involved.

A permit will be required from Alberta Transportation for any development that is proposed within 300 metres (984 feet) of a highway or within 800 metres (2625 feet) of an intersection of a highway with another public road.



For further information about the development permitting process, please call Planning Services at (403) 782-8389.

SAND AND GRAVEL PIT

Checklist for Development Permit Application



ALL OF THE BELOW INFORMATION IS REQUIRED FOR A SAND OR GRAVEL PIT APPLICATION

☐ **Completed Application Form:**

- ☐ applicant/landowner information
- ☐ pit location
- ☐ type of operation
- ☐ pit operation details
- ☐ haul information
- ☐ weed control
- ☐ site reclamation
- ☐ surrounding land use map
- ☐ supporting documents
- ☐ signatures of applicant/landowner

☐ **Site Development Plan** drawn to scale showing:

- ☐ legal description of the property
- ☐ property boundaries (1/4 section lines or other parcel boundaries)
- ☐ area disturbed to date if previously excavated
- ☐ area proposed to be disturbed under this development application (*Note: this is your proposed 'active area'*)
- ☐ development sequence of the operation (by year)
- ☐ total area to be disturbed in lifetime of pit
- ☐ existing infrastructure and improvements, including but not limited to access roads, power lines and pipeline rights of way
- ☐ all watercourses or bodies of water (including wetlands) and buildings in the vicinity of the operation
- ☐ other significant topographic features of the site (e.g. valley breaks)
- ☐ existing drainage
- ☐ existing vegetation (e.g. treed areas)
- ☐ any other features that will be affected by activities at the pit
- ☐ location of existing and future topsoil, overburden, and gravel stockpiles
- ☐ location of all processing facilities, such as crusher, washing sites and ponds
- ☐ location of cross-sectional lines

☐ **Cross sectional drawings showing:**

- ☐ original land surface elevation, the proposed depth to which the site is to be excavated, the level to which it is proposed to restore the disturbed area in relation to the adjacent land, and slope
- ☐ cross-sections that show the entire pit in at least two directions, and are at right angles to each other and located in a manner that shows a reasonable representation of the excavation area and the adjacent land

☐ **Haul Route Map:** indicating the route(s) to be used by truck haul traffic.

☐ **Surrounding Land Use Map:** showing land uses (e.g. houses, other buildings or developments, roads, oil/gas facilities, watercourses, etc.) within 1.6 kilometres (1 mile) of the proposed development.

☐ **Reclamation Plan:** a progressive reclamation plan, as per the County's Sand and Gravel Pit Progressive Reclamation Plan Guide, may be submitted with application, or will be a condition of development approval that must be completed before issuance of Development Permit

☐ **Landowner Consultation:**

- ☐ report outlining details of the landowner consultation and the actions that the owner/operator intends to take to address any local concerns
- ☐ Communication Plan (document describing how the owner/operator plans to keep neighbours informed of its operations and manage any issues/concerns)

☐ **Application Fee**

SAND AND GRAVEL PIT

Application Form for Development Permit



THIS FORM IS TO BE COMPLETED & SIGNED IN FULL, WHEREVER APPLICABLE, BY ALL REGISTERED OWNER(S) OF THE LAND AND/OR BY A PERSON AUTHORIZED TO ACT ON BEHALF OF THE LANDOWNER(S)

1 LANDOWNER INFORMATION

Name of registered owner(s) of land		
Mailing address		
Town	Province	Postal Code
Home Phone		Cell Phone
Email		

☐ I would like to pick-up my Notice of Decision and Development Permit, rather than having it mailed.

☐ I would also like an emailed copy of my Notice of Decision and Development Permit.

2 APPLICANT AUTHORIZED TO ACT ON BEHALF OF REGISTERED LANDOWNER(S) (IF APPLICABLE)

Name of applicant(s)		
Mailing address		
Town	Province	Postal Code
Home Phone		Cell Phone
Email		

3 LEGAL LAND DESCRIPTION OF PROPERTY TO BE DEVELOPED

<input type="radio"/> All OR <input type="radio"/> Part of	Quarter (ie. NE/NW/SE/SW)	Section	Township	Range	West of the	Meridian
OR Being all parts of Lot	Block		Plan			
Civic Address (Blue 911 Sign)			Total Parcel Size			

4 DEVELOPMENT INFORMATION

Existing use of land
Describe the proposed development
<div style="display: flex; justify-content: space-between; align-items: center;"><input type="radio"/> This is a new sand/gravel pitOR<input type="radio"/> This is an existing sand/gravel pit</div>
Describe the proposed land use after reclamation, including the size of any end pit waterbodies

5 TYPE OF OPERATION

<input type="checkbox"/> Dry Pit Excavation	<input type="checkbox"/> Crushing and Screening	<input type="checkbox"/> Sand and Gravel Washing
<input type="checkbox"/> Wet Pit Excavation	<input type="checkbox"/> Asphalt Plant	<input type="checkbox"/> Pit Dewatering
<input type="checkbox"/> Other (please specify) 		

6 PIT OPERATION DETAILS

Aggregate type	Expected lifetime of the deposit
Estimated volume of material to be removed from the site (tonnes)	
Area disturbed to date if previously excavated	
Area proposed to be disturbed under this development application <i>(Note: this is your proposed 'active area')</i>	
Total area to be disturbed in lifetime of pit (including stockpiles, infrastructure etc.)	
Average depth of excavation	Depth to groundwater in any test holes
Topsoil (Average thickness, prior to excavation)	Subsoil (Average thickness, prior to excavation)
Overburden (Average thickness, prior to excavation)	Aggregate (Average thickness, prior to excavation)
Describe the equipment that will be used for the excavation of the materials:	

Describe the days and hours of operation, including times when crushing and screening will occur:

7 HAUL INFORMATION AND ROAD MAINTENANCE DETAILS

Describe the days and hours of gravel hauling:

Indicate the route(s) to be used by truck haul traffic:

Amount of traffic likely to be generated by the operation:

Describe the measures that will be taken to minimize the dust generated by truck haul traffic, including the location(s), type and frequency of dust treatment:

Provide details of the type of road maintenance activities that will be performed by the company during and after a haul:

8 MITIGATIVE MEASURES

Describe the methods proposed to minimize wind and water erosion, and the movement of dust from the pit:

Describe any planned or current involvement in any local or regional air monitoring initiatives, including the name of the initiative and form of participation:

If aggregate washing is to occur, describe the proposed settling ponds and pit water collection system:

If wet pit excavation is to occur, describe the proposed pit dewatering system (site drainage, sumps, bailing etc.):

Please note that water from aggregate washing or pit dewatering may not be released unless it meets the release requirements in the Code of Practice for Pits (Section 4.2).

Describe the measures to be taken to minimize any adverse impact on neighbouring residents and land uses:

Describe the proposed weed control measures to be utilized:

9 SUPPORTING DOCUMENTS ATTACHED (IF APPLICABLE)

- ☐ Site Development Plan
- ☐ Surrounding Land Use Map
- ☐ Cross Sectional Drawings
- ☐ Haul Route Map
- ☐ Other (please specify)

10 OTHER APPROVALS

Is the proposed development the subject of a licence, permit, approval, or other authorization granted by the Natural Resources Conservation Board, Energy Resources Conservation Board, Alberta Energy Regulator, Alberta Energy and Utilities Board or Alberta Utilities Commission?

YES ☐ NO ☐

If "yes", please describe

Is the proposed development the subject of the application is the subject of a licence, permit, approval, or other authorization granted by the Minister of Environment or granted under any Act the Minister is responsible for under s.16 of the Government Organization Act*?

YES ☐ NO ☐

If "yes", please describe

**The Minister is responsible for the following Acts: Alberta Land Stewardship Act, Environmental Protection Act, Public Lands Act, Surveys Act, Water Act.*

11 DECLARATION

- I/We declare that the information given on this form and accompanying plan(s) and other documents are to the best of our/my knowledge a true statement of facts concerning the proposed development.
- I/We also give my/our consent to allow a person appointed by the County the right to enter upon the said property with respect to this application only.
- I/We hereby consent to the public release and disclosure of all information contained within this application and supporting documentation as part of the development process.
- I/We hereby authorize the Applicant(s) named in this application to act as Agent(s) on my/our behalf in the matter of development of the above-referenced lands.

Registered Landowner Signature	Date
Registered Landowner Signature	Date
Applicant Signature (If Different than the Registered Landowner)	Date
Applicant Signature (If Different than the Registered Landowner)	Date

Please note that all information that you provide will be treated as public information in the course of Lacombe County's consideration of this development application pursuant to the Municipal Government Act, R.S.A. 2000 Chapter M-26 and the County's Land Use Bylaw. By signing this application, you consent to the public release of any information provided by you pursuant to this development, as authorized under Section 4 of the Protection of Privacy Act 4(a) the collection of that information is expressly authorized by the Municipal Government Act and 4(c) that information relates directly to and is necessary for an operating program or activity of the public body, including a common or integrated program or service. Information you provide will only be used for purposes related to the evaluation and consideration of this development application. If you have questions about this, please contact the Records Management and Privacy Coordinator, Lacombe County, RR 3, Lacombe AB T4L 2N3, (403) 782-6601.

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Surrounding Land Use Map



Use the bold outlined square below to represent the quarter section on which the existing or proposed operation is located.

Please draw a map showing land uses (e.g. houses, other buildings or developments, roads, oil/gas facilities, watercourses, etc.) within 1.6 kilometres (1 mile) of the proposed development. Each square represents a quarter section, 800 metres x 800 metres (½ mile by ½ mile).

