Alberta ▪ Culture   **Online Permitting and Clearance (OPAC) System**
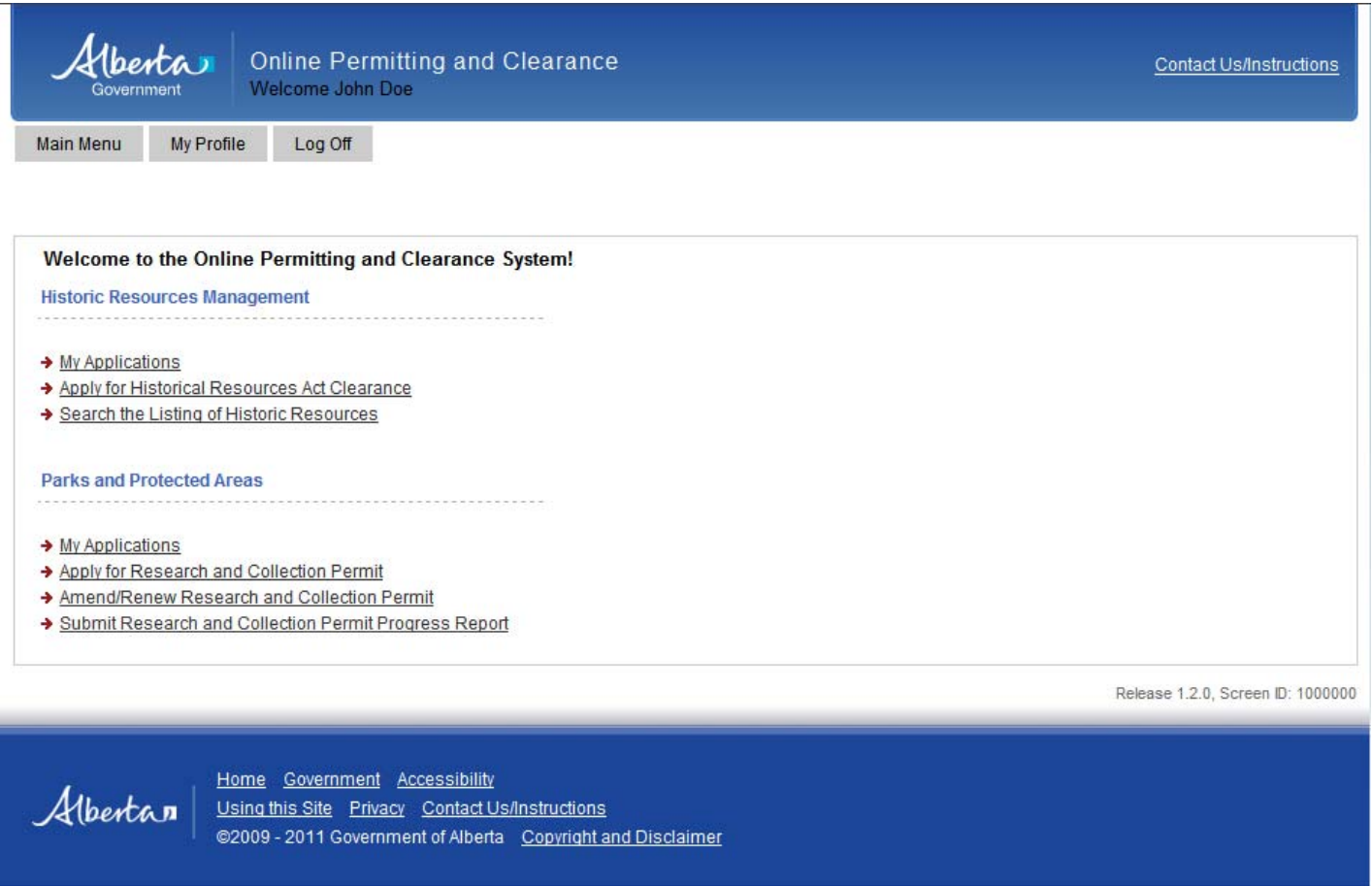
OPaC User Guide Section 2 – Applying for *Historical Resources Act* Clearance

The OPaC User Guide Section 2 provides instructions for online application for *Historical Resources Act* clearance.

2.1 Applying for *Historical Resources Act* Clearance

After registering with the OPaC system, users may apply for *Historical Resources Act* clearance by selecting the appropriate option from the Main Menu page:

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After selecting "Apply for Historical Resource Act Clearance" from the Main Menu, you will be taken to the following screen. From here you can create a new application by clicking "Apply" or search for a previously submitted application from which you can create a duplicate. The duplicate application feature should be used only to create a subsequent application for the same project (e.g., after completion of required historical resource investigations or to communicate project changes). The duplicate application should not be used as a template to create applications for new projects as certain aspects of the application may be imbedded.

If the "Apply" option is selected, you will be prompted to select the project category to which the proposed belongs:

Alberta Government | Online Permitting and Clearance
Welcome John Doe

Contact Us/Instructions

| Main Menu | My Profile | Log Off |

Application for Historical Resources Act Clearance

Select Project Category

Please choose a project category.

* **Project Category:**

○ **Aggregate Extraction (4650)**
  - *Sand/gravel or other aggregate extraction or exploration projects (for mineral quarry projects use category 4810)*

○ **Agriculture and Grazing (4515)**

○ **Alberta Parks and Protected Areas (5110)**
  - *All project types located within a provincial park or protected area*

○ **Alternative Power (4941)**
  - *Wind, solar or other alternative power projects*

○ **Coal Exploration (4550)**

○ **Coal Mines (4560)**

○ **Forest Management (4629)**
  - *Prescribed burns and Firesmart programs (Note: Applications for clearance for forest harvest projects cannot be submitted online at this time.)*

○ **Geophysical (4643)**

○ **Industrial Facilities (4668)**
  - *Petroleum, natural gas and other chemical or mineral processing or storage facilities*

○ **Local Power Distribution (4943)**
  - *Local power distribution projects (under 25 kV) and related infrastructure*

○ **Municipal Planning (4840)**
  Long-range municipal planning projects - area structure plans or municipal development plans (for residenital or industrial subdivisions use category 4835)

○ **Oil Sands Exploration (4763)**
  Please ensure you have complied with the instructions outlined in the Archaeological Survey Procedures Bulletin - OSE Historical Resources Act Compliance (see http://culture.alberta.ca/heritage/resourcemanagement/landuseplanning/default.aspx) before applying for Historical Resources Act clearance.

○ **Oil Sands and Heavy Oil (4750)**

○ **Pipelines (4780)**
  - *Class I pipelines or equivalent (pipeline length in km multiplied by pipe diameter in mm is equal or greater than 2,690) and pipelines regulated by the National Energy Board. (NOTE: For pipeline tie-ins or for pipelines smaller that the size indicated here, please apply using category 4728 - Small-scale Conventional Oil & Gas.)*

○ **Provincial Historic Resource (5200)**
  Alterations to provincially designated historic resources

○ **Quarries (4810)**
  - *Mineral quarry projects (for sand/gravel or other aggregate extraction or exploration projects use category 4650)*

○ **Recreation and Tourism (4725)**
  - *Recreation and tourism projects located outside of provincial parks and protected areas (for all projects located within a provincial park or protected area use category 5110)*

○ **Small-scale Conventional Oil & Gas (4728)**
  - *Conventional oil and gas well sites and associated infrastructure (e.g., pipeline tie-ins, access roads). (NOTE: For Class I or equivalent pipelines, please apply using category 4780 - Pipelines.)*

○ **Subdivisions (4835)**

○ **Telecommunications and Utilities (4961)**
  - *Telecommunications and municipal utility projects (for local power distribution projects [under 25 kV] use category 4943)*

○ **Transmission Lines and Electrical Power Generation (4940)**
  - *Transmission lines, power plants, substations and associated developments*

○ **Transportation - Primary and Secondary Highways (4953)**
  - *Primary and secondary highways and associated developments*

○ **Transportation - Urban, Municipal and Local Roads and Other Transportation Projects (4715)**
  - *All transportation projects other than those associated with a primary or secondary highway*

○ **Waste Management and Water Treatment (4710)**

○ **Water Distribution (4970)**
  - *Water supply lines, canals, irrigation systems and other water supply projects*

○ **Water Diversion (4825)**
  - *Reservoirs, dams, storm water management and other water diversion projects*

| Next | Cancel |

To generate an application form, select a project category from the list above and press "Next."

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Selecting "Search for an Existing Application" on the Main Menu will take you a search window:

A list of applications matching your search criteria will be generated. Click on the Application # link to open the appropriate application:
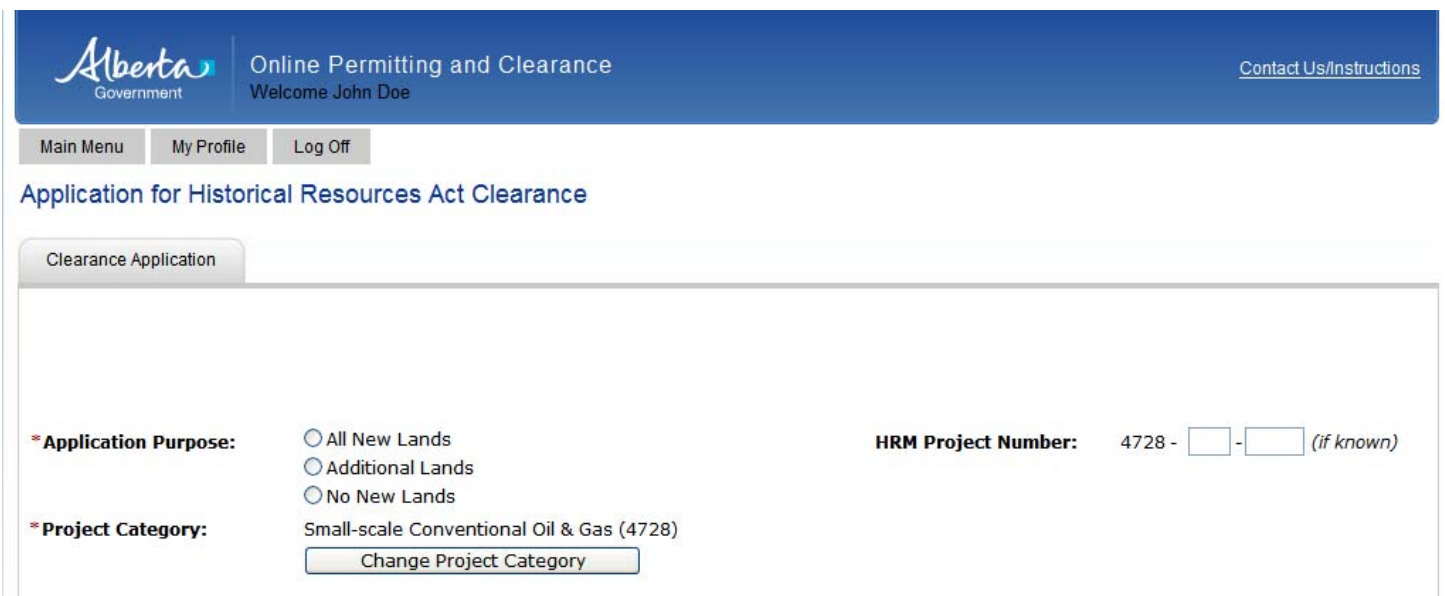

To create an application form, scroll to the bottom of the application and select "Duplicate Application":

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The following section provides information on how to complete an application for *Historical Resources Act* clearance once a new or duplicated application form has been created. If you are using a duplicated application, some fields will be auto-filled, but the contents are modifiable

2.1.1 Data Entry Guide

Application Purpose	Enter Application Purpose by selecting:
	All New Lands - when the activity involves lands that have not been granted *Historical Resources Act* clearance previously.
	Additional Lands - when existing projects that have previously been granted *Historical Resources Act* clearance are amended to include additional lands not covered by that clearance. Provide the existing Historic Resources Management Branch (HRM) project reference number if known.
	No New Lands - to report changes to a project that was granted *Historical Resources Act* clearance where the new activity lies wholly within the development footprint covered by the previous clearance (e.g., a pipeline tie-in within an existing well lease). Provide HRM project reference number and cite previous correspondence from Alberta Culture (AC) regarding *Historical Resources Act* clearance if possible. In these situations, **the applicant may proceed to obtain all other necessary dispositions, approvals and consents and begin development without waiting for AC consent**.
HRM Project Number	The first four digits of the HRM Project Number will be generated based on the project category selected. If these digits do match the known HRM project number, return to previous menu by clicking "Change Project Category" and select correct category. Enter the remaining digits of the HRM project number if known.

Development Information

*Project Type:
- ☐ Well Site
- ☐ Multi Well Pad Location
- ☐ Bottom Hole Addition to Existing Pad
- ☐ Access Road
- ☐ Pipeline
- ☐ Riser Site
- ☐ Temporary Workspace
- ☐ Log Deck
- ☐ Borrow Pit
- ☐ Other

Other Project Type Description:
[   ]

ESRI Shapefiles are attached (yes/no) [   ]
Approximate Project Area (ha) [   ]
Mineral Surface Lease (MSL) Number(s) [   ]
License of Occupation (LOC) Number(s) [   ]
Pipeline Agreement (PLA) Number(s): [   ]
Pipeline Installation Lease (PIL) Number(s) [   ]
Other Reference Number [   ]

*Project Identifier: [   ]

Project Identifier

[Add Project Identifiers]

*Anticipated commencement of land development: [   ]
*Anticipated termination of land development: [   ]

Development Information	• Project Type (select more than one, if applicable). Please ensure all components of a development have been identified. • Indicate if ESRI Shapefiles are attached. (Note that providing shapefiles will facilitate processing of your application.) • Provide approximate project area in hectares. • Complete remaining reference fields as appropriate. • Project identifiers must be entered as indicated on the official development plans. Please note that **each project requires a separate application form**. The "Add Project Identifiers" button is to be used only to indicate additional project components, such as additional bottom hole location(s) or pipeline tie-in(s) to a specified well site. • Provide anticipated commencement and termination of land development, being as specific as possible.

Key Contact

Title:			*Address:	11111 111 Avenue
First Name:	John	Initials:		
Last Name:	Doe		*City:	Edmonton
Affiliation:	Doe Consulting		*Province/State:	AB *Country: Canada
Email:	martina.purdon@gov.ab.ca		*Postal Code/Zip:	T6P 1R1
Work Number:	(780) 111-1111			
Cell Number:	( ) -			
Fax Number:	( ) -			
Applicant Ref. #:				

Proponent   ☐   **The Proponent is the same as the Key Contact.**

Please complete the details below, if the Proponent is not the same as the Key Contact.

Company Name:		Address:	
Contact First Name:	Initials:		
Contact Last Name:		City:	
Phone Number:	( ) -	Province/State:	Country: Canada
Fax Number:	( ) -	Postal Code/Zip:	
Email:			

Key Contact	The system automatically fills the Key Contact section with information extracted from the applicant's user profile. During the application process this defaulted information can be modified as necessary. Modifying the name and contact information in the "My Profile" page will be reflected in open applications but not in previously submitted applications. Changes to address or affiliation in the "My Profile" page will not be reflected on open applications.
	If the applicant is to function as both Key Contact and Proponent, check the "Proponent is same as Key Contact" checkbox.
	A free form text field for "Applicant Ref. #" is provided in this section.
Proponent	If the development Proponent and the Key Contact are the same, check the "The Proponent is the same as the Key Contact" box. If the development Proponent is different from the Key Contact, please provide relevant name and contact information.

*Proposed Development Area

MER	RGE	TWP	SEC	LSD List	Freehold	Special Areas Board	Crown Untitled	Crown Titled

[Add Development Area]   **Rows**   [1 ▾]

Listed Lands Affected

MER	RGE	TWP	SEC	LSD	HRV	Category

[Update Listed Lands Affected]   *Use this button to find lands that are in the Listing of Historic Resources.*

Proposed Development Area	The applicant must enter at least one Proposed Development Area but may enter as many as required by clicking the "Add Development Area" button multiple times. Up to seven rows can be added at a time. Select the desired number of rows to be added using the drop-down list in the "Rows" box.
	The LSD list field can be entered as a single LSD, a comma separated list (e.g., 2, 4, 5), a range (e.g., 8-12), or a combination (e.g., 2, 4, 5, 7-11).
	The legal descriptions for projects with small development footprints (e.g, small-scale conventional oil and gas, subdivisions, recreation areas) must be entered to the LSD.
	Legal descriptions for large projects, especially long, linear projects (e.g., class I pipelines, transmission lines), should be entered to the Section level. In these cases, a single line of legal descriptions should be created per township. The sections can be entered as a list or range as detailed above. Multiple ownership types can be selected for each line of legal descriptions if necessary.
	The system will look up the Historic Resource Values (HRV) for lands listed on the Listing of Historic Resources based on the proposed development areas entered. The lookup occurs when the "Update Listed Lands Affected," "Save" or "Submit" buttons are clicked. Land Ownership type must be indicated before the lookup can occur. The system will indicate if no listed lands are associated with the development area.
	At this time, applications for *Historical Resources Act* clearance are not required for small-scale conventional oil and gas, geophysical, local power distribution (under 25 kV), and oil sands exploration projects **if there are no listed lands within the development area**. For these project types only, the system will not allow submission of an application if there are no listed lands.

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*Attachments   *Illustrative material is required prior to submittal of the application. If available, also supply Justification and Action Matrix documents.*

Upload/Created Date	Type	Description

Attachments	Upload supporting documents by clicking on the "Upload Documents" button and navigating to the appropriate document(s). Multiple files can be selected for upload at once. A Document Type must be selected and a description provided for each uploaded document. Document descriptions should be specific enough to differential the contents when uploading multiple attachments of the same type (e.g., illustrative materials).
	Attachment of a project plan is required, and these must be identified as Illustrative Material. Additional documents may include covering letters, Statements of Justification, Recommended Action Matrices, maps of the project area, and any other document(s) that include specific project details or special circumstances that may help staff of the HRMB in reviewing the application.
	If attaching project area map(s), please ensure they include legal land descriptions and a north arrow.
	Note that new attachments cannot be added and existing attachments cannot be deleted after an application has been submitted. If such changes are required, contact the HRMB.

Emails

	Description	Sent	From
View	A signed application for Historical Resources Act clearance is attached. Please also take note of any accompanying attachments.	Apr 24, 2013	opac_do_not_reply@gov.ab.ca
View	A signed application for Historical Resources Act clearance is attached. Please also take note of any accompanying attachments.	Apr 19, 2013	opac_do_not_reply@gov.ab.ca
View	Your application for Historical Resources Act clearance has been received and review of the application has been initiated.	Apr 19, 2013	opac_do_not_reply@gov.ab.ca

Emails	In this section of the application, you can link to all emails that were sent to you by the OPaC system as a result of your application, including the final, signed application. These emails will be available in the system in perpetuity.

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Comments:

☐ **An Archaeological Historical Resources Impact Assessment was conducted.**
    If so, provide the Permit Number:

☐ **A Palaeontological Historical Resources Impact Assessment was conducted.**
    If so, provide the Permit Number:

    ☐ **Has the Palaeontology Report Summary been Submitted?**

[Submit] [Save Draft] [Duplicate Application]

* An asterisk indicates a required field.
[Cancel]

Comments	Enter any comments regarding specific project details or special circumstances that have not been explained in an attached document.
Archaeological HRIA	Indicate if an Historical Resources Impact Assessment (HRIA) for archaeology was conducted. A Permit Number must be entered if the HRIA checkbox has been checked.
Palaeontological HRIA	Indicate if a Palaeontological HRIA was conducted.
Save/Submit	By clicking the "Save" button, you may save an application at any time, leave it and come back to it later (using "My Applications" option detailed in *OPaC User Guide Section 1 – Registration and Common Features*). Clicking the "Submit" button will prompt the system to check if the required information has been completed appropriately. If information is missing, the system will return an instructional error message. If submission is successful, a confirmation page will be generated.

2.1.2 Clearance application confirmation Page

Following successful submission of the *Historical Resources Act* clearance application, the following confirmation page will be displayed. This page identifies information that will help the applicant track the progress of the application.

2.2 Tracking An Application's Status

The status of submitted clearance applications can be tracked by selecting the "My Applications link" located on the Main Menu page (see additional information in section 1.3.2 of *OPaC User Guide Section 1 – Registration and Common Features*).