

# Frequently Asked Questions

## OneStop Public Lands – Shapefile, Plan, and Energy Development Planning Tool (EDPT)

April 2020

### Shapefile

**Q1. How do I create or edit a shapefile?**

A1. Many software solutions create and export digital spatial data as a shapefile, including those from providers Esri and Autodesk, and open source solutions such as QGIS. Software that creates and updates digital spatial data are referred to as GIS or CAD software.

You must be familiar with using the software to ensure spatial features (points, lines, or polygons) are assigned the correct geometry type, correct location, and correct attributes.

**Q2. Why are the shapefiles from my survey not lining up with the spatial data in OneStop?**

A2. This is because the OneStop system supports a number of spatial data sets (i.e., DIDs [Digital Integrated Disposition] and some base feature layers) based on the ATS V4.1 polygon boundaries. The ATS4.1 polygons represent the physical and theoretical Alberta township boundaries and are not perfectly aligned with the Alberta Township System. Learn more about the ATS V4.1 boundary in the Government of Alberta open spatial data on [www.AltaLIS.com](http://www.AltaLIS.com).

There are no georeferencing requirements for OneStop shapefiles. However, for optimal results, consider georeferencing data to the DID layer when on Public Lands or the Base Features layers making up the ATS V4.1 polygons. As of March 2020, OneStop public lands will include a defined tolerance when comparing submitted polygons to supporting spatial information. This will result in fewer applications being assessed because of unintended overlaps.

**Q3. What is a shapefile template and which one should I use?**

A3. Shapefile templates contain the correct geometry type and the attributes that are required by OneStop; they contain no data. Shapefile templates are available on the [www.aer.ca](http://www.aer.ca) OneStop website or on the individual OneStop information submission form that requires a shapefile attachment. Each shapefile template file name describes the OneStop business area the template applies to. The template name also references the projection of the shapefile if there is more than one projection option.

As of March 23, 2020, OneStop public lands will support new shapefile templates. New templates include a number of new attributes that will greatly increase an application's autopopulation using the data included in the shapefile. See "Import Digital Spatial Data – Public Lands," on the OneStop help page for more information. OneStop will accept either version of the public lands shapefile templates.

**Q4. How can I ensure that I am using the correct purpose and activity values in the updated OneStop public lands shapefile?**

A4. Use the AER's purpose and activity values, posted on the OneStop help page. These values ensure the information included in your shapefile meet OneStop standards. It also resolves issues caused by spaces and special characters that are often entered in a text field.

**Q5. How does the system handle shapefile attribute fields that are left blank or contain the wrong values?**

A5. Additional attributes allow you to enter data in the shapefile for each polygon included in the application. The data describing each polygon is used to automatically complete the appropriate fields in the application. Some fields are optional in the shapefile as they can be completed in the application form. The QGR "Import Digital Spatial Data – Public Lands" on the OneStop help page describes which attributes are mandatory or optional.

If an incorrect value is included in the submitted shapefile, update the shapefile and resubmit it. You cannot edit the value that was sourced from the shapefile.

**Q6. Why am I submitting both a shapefile and a computer-aided design (CAD) file?**

A6. The shapefile supports the spatial assessment of the activity. Spatial data is assessed against other spatial data sets, which may result in additional assessments to be completed or conditions applied if the activity is approved. The required contents of the public lands shapefile are described in the QRG *Import Digital Spatial Data – Public Lands*, available on the OneStop help page.

The CAD file submission supports the maintenance of the provincial digital integrated dispositions (DIDs) spatial data set. The required contents of the CAD file are described in the Government of Alberta's *Digital Plan Submission Standards and Procedures*.

**Q7. Why doesn't OneStop accept adjacent and Alberta Township System (ATS) shapefiles?**

A7. When the AER began accepting CAD files, which include the adjacent and ATS features, they were no longer needed in shapefile format.

**Q8. What causes the shapefile projection error when validating my shapefile?**

A8. Two projections can be used: NAD 1983 10TM AEP Forest and NAD 1983 10TM AEP Forest. If the shapefile includes an unsupported projection, it will be rejected. When projected to either of these two projections, the contents of the files (.prj) files must not contain any special characters. You can use the contents of the PRJ files included in the shapefile templates as a reference. These files may be opened using text editor software.

**Q9. What are the common shapefile submission problems that occur?**

A9. Common issues result from shapefiles not conforming to the OneStop standard as described in the *Import Digital Spatial Data – Public Lands* guide:

- The wrong shapefile template is used. Shapefile templates are available on both the OneStop landing page and the OneStop help page at aer.ca or from within the OneStop application.
- Features included with an application are outside of or intersect the Alberta provincial boundary. All features included within an application must fall within the Alberta provincial boundary. The provincial boundary spatial data is available from the Government of Alberta as open data available at Altalis.com.

**Q10. How can I update or modify the position of the point, line, polygon, or the attributes in a shapefile?**

A10. Use Geographic Information System (GIS) software to edit geometry features in a shapefile. There are many software options available, including open source solutions. Some drafting software exports spatial data as a shapefile. Remember, spatial data must meet the regulatory controls it is supporting.

**Q11. Can I provide more attributes in the shapefile to auto-populate additional fields in the application?**

A11. Providing additional attributes in a shapefile that are not defined in the submission standards will result in a shapefile being rejected.

The OneStop March 2020 update will include an enhancement to the shapefile that will support additional fields. The PLA shapefile documentation, *Import Digital Spatial Data – Public Lands*, will be updated to include this new information.

**Q12. How do I minimize the number of individual RTFs (Regulator Temporary Field Authorizations) incidental to a formal parent disposition in the integrated submission?**

A12. Reduce the number of individual RTF incidental activities by grouping similar types of incidentals (e.g., log decks) under one activity. This can be done under multipart polygons; you can have several multipart polygons in an application shapefile. For example, you can have all of the log decks in one multipart polygon, or you can split it out into several different multipart polygons. Each grouping will show as a single line activity within the application.

The one thing to consider is if the grouped incidentals do not meet the applicable incidental criteria they will show as separate tabs within the application, and an FNC may be required. As a result, even if consultation was done under the parent disposition, it is recommended that you acquire separate FNC numbers for the grouped incidentals. This will ensure there are no delays if the activities do not meet appendix C requirements for consultation.

A multipart polygon is a feature that contains more than one polygon part, and the combined set of parts are described by one row in the shapefile. Thus, all parts in the multipart polygon will be described by one set of attributes; as a result, each polygons area will be combined into a single entry for total area.

### **Survey/Sketch Plan**

**Q13. Do I still need to attach a plan with my application if I already uploaded shapefiles or CAD files?**

A13. Yes. Attach these files on the Public Lands – Overview screen > Plan Upload section as well as provide specific information related to each plan.

**Q14. Where do I find the content requirements for the plan attachment?**

A14. The requirements for formal dispositions (MSL, LOC, PIL, PLA, MLL, RVC) can be found in the Government of Alberta's *Content Requirements for Survey Plans and Sketches*. Sketch plan standards for approvals and authorizations under TFA (RTF as equivalent) can be found in the *PLAR Approvals & Authorizations Administrative Procedures* section 3.3. Incidental activities under RTF are often included on the parent formal disposition plan completed to the higher plan standard. Both documents referenced are available on the [Open Government website](#).

**Q15. Are georeferenced points still required on disposition plans being submitted through OneStop?**

A15. PDF plan submission requirements have not changed with the release of OneStop. Please refer to the *Content Requirements for Survey Plans and Sketches* and the *Digital Plan Submission Standards and Procedures* documents available on the [Open Government website](#).

**Q16. Can I submit color plans?**

A16. Yes, as per the Government of Alberta's *Content Requirements for Survey Plans and Sketches*.

**Q17. Why am I getting an error message about my current activities currently not having a plan associated with it?**

A17. Every proposed disposition needs to have an attached plan associated with it that meets the minimum plan requirements. Multiple dispositions may share the same plan, if eligible.

In OneStop Public Lands – Overview screen, your dispositions will be populated in the Public Lands Disposition section. Once you complete that grid and it is analyzed, proceed to the Plan Upload section. Upload all plans that are part of your application and finish filling in that section with the plan information.

Return to the Public Lands Disposition section and select one or more dispositions and click the Associate Plan tab. Do this for each proposed disposition to associate it to a plan.

**Q18. Why am I getting an error message that my current plan association is invalid?**

A18. Only certain activities can be associated with the same plan: site, access to site, and the associated incidentals applied for in the same integrated application. Refer to the Government of Alberta's *Associated Dispositions, Access Roads, Temporary Incidental Activities*.

**Q19. Where do I get scale factor?**

A19. The scale factor is available on the survey plan for your activity and is a required entry for all formal dispositions and some RTFs. Certain RTF sketch plans may not have a scale factor. If this is the case, leave it blank.

**Q20. How do I know what geo reference type to include for the plan?**

A20. This information is available on the plan for formal dispositions and most RTFs. Certain RTF sketch plans may not have a geo reference type. If this is the case, leave it blank.

**Q21. Do I need to provide a CAD file for RTFs?**

A21. CAD files are not required for standalone RTFs or RTFs not associated with parent application or amendment plan.

**Q22. Do I have to disassociate my dispositions in order to complete an amendment?**

A22. No. If you have formal dispositions that were associated with an approved plan such as MSL and LOC, you can choose whether or not to maintain the association for an amendment. You have three options:

- Amend both and maintain the plan association.
- Amend one and submit a “no change” amendment on the other and maintain plan association.
- Disassociate and amend one. The amended one will get a new plan number if approved, and the disassociated one will maintain its original plan. The dispositions will no longer be associated on the plan. Once this happens you cannot “reassociate.”

**Q23. What is the Update Plan function?**

A23. The plan update function updates your plan data that is needed to process your amendment. If you have an old plan it may show as type “IHS Import.” You need to confirm whether it is actually a sketch or survey before proceeding.

**Q24. For amendments, what is the difference between Replace Plan and Add Additional Plan?**

A24. Submitting an amendment usually replaces the plan. When the amendment gets approved, the old plan becomes inactive. The new plan is activated and becomes the approved plan of the disposition record.

In certain circumstances the extent of the disposition boundary can be described by more than one plan (referred to as itemized plans). If your disposition consists of more than one plan, you can add a plan at the time you apply for your amendment using the add additional plan function.

Refer to Government of Alberta’s *Survey Manual – Public Land Surveys and Content Requirements for Survey Plans and Sketches*. for more information.

## Plan Replacement Submission

### **Q25. Where do I file my final plan?**

A25. Submit final plans through OneStop > Construct > Plan Replacement. If there are changes this can be covered through an amendment.

### **Q26. What is Plan Replacement submission?**

A26. You can use Plan Replacement for the following (no change) plan updates provided an amendment is not required:

- Final plans
- Plan corrections
- Complete an amendment if there is a change to your purpose/activity, if the location has changed, or if the area has changed more than 0.01 ha.

### **Q27. If we applied for the disposition with a sketch plan, do we require a final plan submission?**

A27. Regardless of the type of plan that was initially submitted and approved, you must also submit a final plan. Ensure that your particular disposition has met final plan requirements.

### **Q28. When are final plans required?**

A28. Final plans are required within five years of approval. Older dispositions vary between 90 days to four years depending on the particular conditions of the disposition. Review your disposition approval to verify.

## Energy Development Planning Tool (EDPT)

### **Q29. What is the Energy Development Planning Tool (EDPT)?**

A29. The EDPT is an GIS-based resource for planning energy-related public land dispositions. Located within OneStop, it aids in completing a spatial intersection of an area of interest and illustrates how you can integrate your applications and identifies known constraints or sensitivities that may affect the submission.

### **Q30. What is an energy development planning analysis?**

A30. An energy development planning analysis is a three-part report, generated by the EDPT, that provides a list of known registered interests and applications, intersection data such as specific geographic information and sensitives, as well as a list of operating standards and

conditions that apply based on the spatial intersection with your proposed activity. It is a snapshot in time and only includes information that can be generated based on the spatial data and is subject to change by the time you actually submit your application.

**Q31. What do I need in order to create an EDPT report?**

A31. You will need a shapefile to upload or draw your activity in the mapping tool and provide the proposed disposition type, purpose, and activity that is needed to generate a report.

**Q32. Does EDPT replace Landscape Analysis Tool (LAT) reports?**

A32. No. While they may show similar information, they are snapshots in time for planning only and are not required as part of the application like LAT reports.

**Q33. Do I have to complete an EDPT report?**

A33. The EDPT report is optional but highly recommended as a planning resource. You can generate reports as many times as needed leading up to your application.

**Q34. Do I have to attach an EDPT report to my application?**

A34. No. It is for your internal planning only.