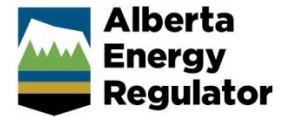


# Submitting a Plan Replacement in OneStop

» Intended User: Public Land applicants



## Overview – Plan Replacement Submission

This quick reference guide (QRG) describes how to replace a plan for dispositions in OneStop.

Plans that do not warrant an amendment and do not involve a change in disposition extent or location can be replaced in OneStop.

Options include the following:

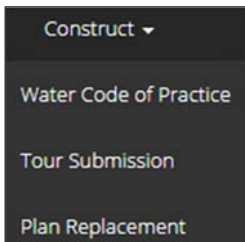
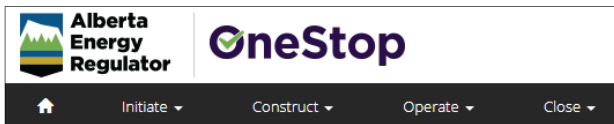
- As-built/Final Plan Submission
- PDF Plan Correction
- Plan Type Upgrade

### Tip:

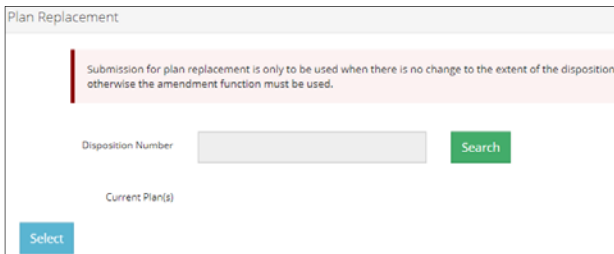
Only one plan can be replaced per submission if you have multiple active plans of record.

## Getting to Plan Replacement

1. Click **Construct** in the top navigation bar. Select **Plan Replacement** from the drop-down menu.

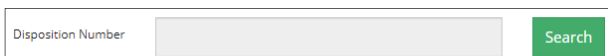


The Plan Replacement window opens.

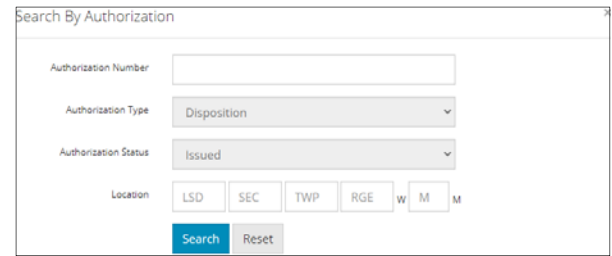


## Plan Replacement

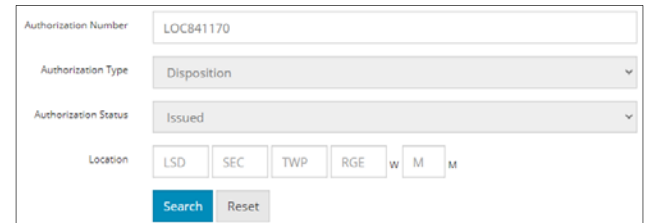
1. **Mandatory:** Click **Search** to find your disposition number.



The **Search by Authorization** window opens.



2. **Mandatory:** Enter the **Authorization Number** or the legal land **Location** in the appropriate fields. Click **Search**.



**Search**

Results are displayed in the table below.

<input type="checkbox"/>	Authorization Number	Authorization Type	Authorization Status
<input type="checkbox"/>	LOC841170	Disposition	Issued

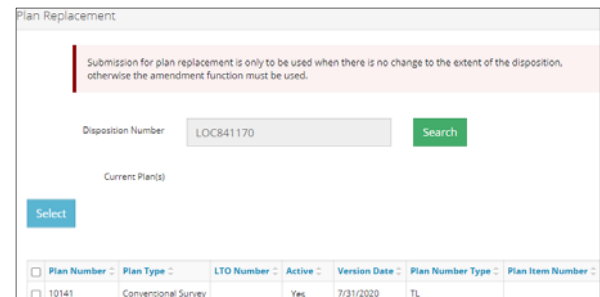
- a) Optional: To clear results, click **Reset**.

**Reset**

3. **Mandatory:** Select the **check box** beside the disposition you wish to add. Click **Add**.



The window closes and the authorization number (disposition number) appears in the Plan Replacement table.



- b) Optional: Click **Close**, to close the window without saving your search, and return to the main screen.

**Close**

- Mandatory:** Select the **check box** beside the plan you wish to replace. Click **Select**.

Select

<input checked="" type="checkbox"/>	Plan Number	Plan Type	LTO Number	Active	Version Date
<input checked="" type="checkbox"/>	10141	Conventional Survey		Yes	7/31/2020

Select

## Submission Plan Replacement

The Submission Plan Replacement screen opens.

Submission Plan Replacement 30688769

Disposition Information

Disposition Number	Authorization Holder	Purpose	Activity
LOC841170	Suncor Energy Inc.	Access	Class III - All Weath

Selected Plan Information

Plan Number	Plan Type	LTO Number	Active	Version Date	Plan Number Type	Plan Item Number
10141	Conventional Survey		Yes	7/31/2020	TL	

## Disposition Information

If the disposition's purpose and activity is out of date, a message banner appears prompting you to update it.

Disposition Information

Either the Disposition Purpose or Activity Code needs to be updated. click the "Update Purpose/Activity" button.

Updating the purpose and/or activity does not replace the requirement for submitting an amendment application if required. If the intended use has changed from the approved disposition, an amendment application is required and the purpose and/or activity cannot be updated under this process. Failure to choose the appropriate purpose and/or activity could result in compliance action.

- Mandatory** – Select the **check box** beside the disposition you wish to update. Click **Update Purpose/Activity**.

Update Purpose/Activity

<input checked="" type="checkbox"/>	Disposition Number	Authorization Holder	Purpose
<input checked="" type="checkbox"/>	LOC841170		<<Outdated>>

Update Purpose/Activity

The Disposition Purpose/Activity Update window opens.

Disposition Purpose/Activity Update

Updating the purpose and/or activity does not replace the requirement for submitting an amendment application if required. If the intended use has changed from the approved disposition, an amendment application is required and the purpose and/or activity cannot be updated under this process. Failure to choose the appropriate purpose and/or activity could result in compliance action.

Disposition Number	Disposition Type	Purpose	Activity
LOC841170	AER License of Occupation		

- Mandatory:** Select the **Purpose** from the drop-down menu.

Purpose

Filter...

- Access
- Bed and Shore
- Erosion Protection
- Pipeline
- Research, Monitoring and Education
- Water Diversion

- Mandatory:** Select the **Activity** from the drop-down menu.

Activity

Filter...

- Major Corridor
- Railway Spurline
- Class I - All Weather
- Class II - All Weather or Dry
- Class III - All Weather or Dry
- Class IV - Frozen / Dry Conditions
- Class V - Frozen
- Class VI - Frozen

- Mandatory:** Select **Close** to return to the main screen without updating the purpose and activity, or select **Save** to update the purpose and activity.

Close Save

### Important:

Plan replacement will not proceed without an updated purpose and activity.

Once a disposition's purpose and activity have been saved, only the activity can be modified, not the purpose. Ensure your purpose selection is accurate before saving.

## Selected Plan Information

If the Update Plan Type button appears in the Selected Plan Information pane, update your plan first before continuing on.

Selected Plan Information

Update Plan Type

<input type="checkbox"/>	Plan Number	Plan Type	LTO Number	Active	Version Date	Plan Number Type	Plan Item Number
<input type="checkbox"/>	10141	IHS IMPORT		Yes	7/23/1990	TL	

- Mandatory:** Select the **check box** beside the plan you wish to update. Click **Update Plan Type**.

Update Plan Type

<input checked="" type="checkbox"/>	Plan Number	Plan Type	LTO Number	Active	Version Date	Plan Number
<input checked="" type="checkbox"/>	10141	IHS IMPORT		Yes	7/23/1998	TL

Update Plan Type

The Plan Type window opens.

2. **Mandatory:** Select the **Updated Plan Type** from the drop-down menu.

3. **Mandatory:** Select **Close** to return to the main screen without updating the plan type, or select **Save** to update the plan type in the Selected Plan Information table on the main screen.

Close Save

Selected Plan Information	
Plan Number	Plan Type
10141	Conventional Survey

**Important:**

Plan replacement will not proceed without an updated plan type.

IHS plan types need to be updated in OneStop to reflect whether they are a sketch or survey.

Once the plan type has been updated and saved, it cannot be changed. Ensure your plan type selection is accurate before saving.

**PDF Plan Replacement**

1. **Mandatory:** Select all **plan replacement types** that apply using the checkboxes.

Select all plan replacement types that apply \*

As-built / Final Plan Submission

PDF Plan Correction

Plan Type Upgrade

2. **Mandatory:** Click **Attach**. Browse for your replacement plan and attach it in PDF format.

Survey Plan Replacement Upload \* Attach

Plan2.pdf (2.16 MB)

3. **Mandatory:** Select the **Plan Type** from the drop-down menu.

Plan Type

Filter...

Conventional Survey

Hybrid Cadastre

LiDAR

Sketch

**Tip:**

You cannot downgrade from a survey to a sketch when replacing the plan. Available options will reflect this.

4. **Optional:** Enter the **LTO Number** if applicable. If not applicable, leave it blank.

LTO Number

1234567

5. **Mandatory:** Select the **Geo Reference Type** from the drop-down menu.

Geo Reference Type

Filter...

ASCM Based on NAD83 (CSRS)

ASCM Based on NAD83 (original)

NAD83 (CSRS) using GPS

NAD83 (original) using GPS

V4.1 March 2005, ATS coordinate file

6. **Mandatory:** Enter the **Combined Scale Factor**.

Combined Scale Factor

0.900000

7. **Mandatory:** Click **Attach File**. Browse for your CAD file and attach.

CAD File Upload \* Attach

CAD File Upload \* CAD.DGN (20 KB)

8. **Mandatory:** Select the **CAD Projection** from the drop-down menu.

CAD Projection

Filter...

10TM AEP Forest - NAD83(CSRS)

10TM AEP Forest - NAD83(original)

10TM AEP Resource - NAD83(CSRS)

10TM AEP Resource - NAD83(original)

Geographic

UTM Zone 11 - NAD83(CSRS)

UTM Zone 11 - NAD83(original)

UTM Zone 12 - NAD83(CSRS)

UTM Zone 12 - NAD83(original)

## Area

- Mandatory:** Enter the **Total Area (ha)** from the replacement plan.

Area	
Disposition	Total Area (ha)
LOC841170	2,400

### Important:

The total area entered must match a previously-approved total area, otherwise, an error will occur. You must fix all errors before proceeding with your submission.

Disposition	Total Area (ha)
LOC841170	2,400

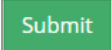
▲ The total area does not match what was previously approved

## Save and Submit Entry

- Mandatory:** Click **Save** at the bottom right of the screen to save your entry.



- Mandatory:** Click **Submit**.



- Any errors will appear in red. Fix errors.

PDF Plan Replacement

Select of plan replacement types that apply \*

As-built / Final Plan Submission

PDF Plan Correction

Plan Type Upgrade

Survey Plan Replacement Upload \*

Plan2.pdf (2.16 MB)

Plan Type \*

Conventional Survey

UTD Number \*

Gas Reference Type \*

ASCM (Based on NADES ICSRS)

Commented State Factor \*

▲ This field is required

CAD File Upload \*

CAD.DGN (20 KB)

CAD Projection \*

NAD83 ADP Forest - NADES ICSRS

The Declaration and Disclaimer window opens.

Declaration and Disclaimer

I confirm that any personal information submitted to the AER is compliant with the submitter's obligations under applicable privacy protection legislation (e.g., Personal Information Protection Act or "PIPA") and the submitter is authorized to provide the personal information to the AER. I acknowledge that the information submitted may be disclosed as part of an AER proceeding and may be placed on the public record, or may be routinely publicly disseminated.

Where statutory confidentiality applies, I acknowledge that the AER may make all or any portion of the information submitted publicly available on expiry of statutory confidentiality status.

I confirm that the information submitted is accurate and includes a complete representation of all the information that is required to be submitted. I am aware that providing false or misleading information to the AER may result in enforcement action. I acknowledge that submission of complete and accurate information is the sole responsibility of the regulated party.

- Mandatory:** Select **I Agree** or **I Disagree**.

- I Agree:** The Submission Information window opens displaying an acknowledgment receipt.

Submission Information

Submission Date: 07/31/2020

Submission Id: 30688632

Plan Replacement Type: As-built / Final Plan Submission, Plan Type Upgrade

Disposition Type: LOC

Disposition Number: LOC841170

Disposition Purpose: Access

Disposition Activity: Class III - All Weather or Dry

Associated Disposition Number:

Associated Disposition Purpose:

Associated Disposition Activity:

Disposition Holder: Suncor Energy Inc.

Plan Number Type: TL

Plan Number: 10141

Plan Item Number:

Plan Version Date: 7/31/2020

Plan Type: Conventional Survey

The Alberta Energy Regulator (the "Regulator"), acting pursuant to its authority under the Responsible Energy Development Act, S.A. Plan Replacement submission. The disposition records have been updated to include the additional information that has been p

Stamped Plan Download: 10141\_StampedSurveyPlan...

- I Disagree:** The window closes and OneStop returns you to the main screen.