

Completing OneStop Land Screen

» Intended User: Public Land applicants

Overview – Land Screen

This quick reference guide (QRG) describes how to complete the Land screen in OneStop. The Land screen is used for disposition applications and amendments for all disposition types.

By getting here you have already initiated an application or amendment with one or more public land dispositions, and now need to complete the Land screen for each activity.

Getting to Land Screen

There are two ways to reach to the Land screen:

Click **Land** in the left navigation bar.



or

From the Indigenous Consultation screen, click **Next** at the bottom left corner of the screen.

Public Lands - Indigenous Consultation

🌲 PLA (30673360)

Pipeline - PNG / OS Pipeline

Validate

Consultation Requirements

Activity listed in Appendix C of the Government of Alberta's Guidelines on Consultation with First Nations on Land and Natural Resource Management AND/OR Guidelines on Consultation with Metis Settlements on Land and Natural Resource Management *

Yes No

Validate

< Previous Next >


General Land Information

OneStop uses the spatial intersection from your activity shapefile to automatically fill in the General Land Information table.

General Land Information	
Filter by...	
Category	Name/Detail
Crown Ownership	Private Titled
Crown Ownership	Provincial NonPatent
Green-White Areas	White Area

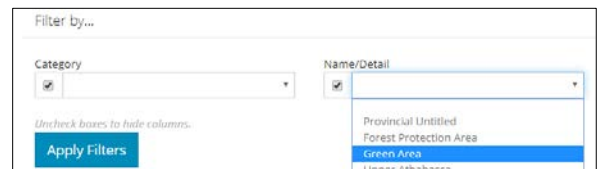
Filtering Results

1. Filter results by any column field. Click **Show** on the right side of the pane.



A table with a 'Show' button in the top right corner. The table has two columns: Name/Detail and a list of items: Provincial Untitled, Forest Protection Area, and Green Area.

2. Select the data filter from the drop-down menu for each applicable field. Click **Apply Filters**.



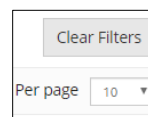
A 'Filter by...' section with two dropdown menus: 'Category' and 'Name/Detail'. Both have checkboxes. Below them is an 'Apply Filters' button and a note: 'Uncheck boxes to hide columns.' The 'Name/Detail' dropdown is open, showing options: Provincial Untitled, Forest Protection Area, Green Area (highlighted), and Upper Athabasca.

The filtered results are displayed.



A table with 1 item. The table has two columns: Category and Name/Detail. The Category is Green-White Areas and the Name/Detail is Green Area.

3. Click **Clear Filters** on the right side of the pane to remove your selection.



A 'Clear Filters' button and a 'Per page' dropdown menu set to 10.

4. Optional: Click **Hide** on the right side of the pane to hide filters.



A 'Hide' button with an upward-pointing arrow.

Tip:

Repeat the steps above to filter information in any pane.

Higher Level Plan

OneStop automatically fills in the Plan Name column using the spatial intersection from your plan.

If no plans have been added to OneStop, a message will appear, "No items added."

Add Plans

- Plans that are not spatially available need to be manually added. Click **Add** to insert a row in the table.

- Select the plan from the drop-down list.

Remove Plans

Optional: To remove a plan, select the **checkbox** beside the plan you wish to remove. Click **Remove**.

Complete the Table

- No action required:** The Plan Name will be displayed based on the autofill or manual selection.

- Select the **Plan Zone or Area** from the drop-down menu.

- Select the **Restriction** type from the drop-down menu.

- Select the **Guidance** type from the drop-down menu.

- Select the **Direction** type from the drop-down menu.

- Click the **Calendar** and select the **Contact Date**. You may also manually enter the date.

Reservations/Notations

OneStop automatically fills in this section using the reservations/notations intersected in your activity shapefile.

Reservation Number	Status	Purpose Code	Restriction Code
CNC060009	Pending	unknown/undetermined	unknown/undetermined
CNC060009	Active	Industrial/Commercial Site	No Restriction
CNT030006	Active	Surface materials potential	No Restriction
CNT090030	Active	Buffer	No Restriction
CNT870307	Active	Industrial/Commercial Site	No Restriction
DRS911	Active	Public pit (domestic use)	No Surface Disposition

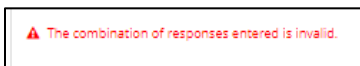
1. If applicable, select the **Response Received** from the drop-down menu.

2. Select **Were Concerns Noted** from the drop-down menu.

3. Select **Have Concerns Been Accommodated** from the drop-down menu.

4. **No action required:** The Variance Required answer will autofill based on responses from previous columns.

- **Yes** – Address the specific variance further in the application in the Variance screen.
- **Invalid** – The combination of responses is invalid and will not pass validation until corrected.



- **No** – Nothing further is required.

Registered Interests

OneStop automatically fills in this section using the spatial intersection from your activity shapefile and spatially available overlapping dispositions.

1. Select **Yes** or **No** to indicate whether or not non-spatially available registered interests are being manually added.

a) If **No**, no further action is required.

2. If **Yes**, the **Add/Remove** buttons will appear.

3. Click **Add** to insert a blank row in the table. Insert as many rows as needed to add other registered interests.

4. Select the **Disposition Type** from the drop-down menu.

5. Enter the **Disposition Number**.

Disposition Number ▾
FMA0200040
TPA254
CTP12345678

6. Select the disposition **Status** from the drop-down menu.

Status ▾	Occupant/Holder ▾
Active	Tolko Industries Ltd., N
Active	CHILOUIS COURTOREI
Filter...	
Active	
Application	
Cancelled-Outstanding Obligations	
Land Amendment Application	

7. Enter the **Occupant/Holder**.

Occupant/Holder ▾
Tolko Industries Ltd., Norbord Inc.
CHILOUIS COURTOREILLE
Joe's Timber Company

8. Select the **Action to Resolve** from the drop-down menu.

Action To Resolve ▾
Filter...
Confirmed No Overlap
Conflict Unresolved
Consent
Consultation

9. Optional: Select a **checkbox** to remove a manually entered line item. Click **Remove**.

Add Remove
<input type="checkbox"/> Disposition Type ▾
<input type="checkbox"/> Forest Management Agreement
<input type="checkbox"/> Trapping Area
<input checked="" type="checkbox"/> Coniferous Timber Permit ▾

2. **Mandatory:** Select an **Action to Resolve** for each auto-completed registered interest.

Action To Resolve ▾
Filter...
Confirmed No Overlap
Conflict Unresolved
Consent
Consultation

3. **Mandatory:** Select an upload option, **Single Attachment** or **Multiple Attachment**, to attach supporting documents. Select only one option.

For the Registered Interests identified, please indicate if you would like to upload all necessary attachments (consents, notifications, etc.) in a single attachment or multiple attachments *

Single Attachment **Multiple Attachments**

- **Single Attachment:** Ensure all consents are combined into one PDF file. Click **Attach**.

For the Registered Interests identified, please indicate if you would like to upload all necessary attachments (consents, notifications, etc.) in a single attachment or multiple attachments *

Single Attachment

Upload Single Attachment *

Attach

- **Multiple Attachments:** Click **Attach File** and upload an individual PDF file per registered interest.

Attachment ▾

Attach File...

Attach File...

Site Assessment

1. **Mandatory:** Select **Yes** or **No** to indicate whether or not a site assessment was completed.
 - a. If **No**, no further action is needed.
2. If **Yes**, **Add/Remove** buttons will appear.

Has a site assessment been completed for the application proposed site? *

Yes **No**

2. Click **Add** to insert a row in the Site Assessment table. Insert as many rows as needed.

Has a site assessment been completed for the application proposed site? * **Yes** **No**

Filter by...

Add **Remove**

<input type="checkbox"/>	Date ▾	Name ▾	Title ▾	Company ▾
<input type="checkbox"/>				

3. **Mandatory:** Click the **Calendar** and select the **Date**. You may also manually enter the date. Date cannot be in the future.

Date ▾

4/22/2020

- Mandatory:** Enter the **Name** of the person who completed the site assessment.

Name ▾
Jane Smith

- Mandatory:** Enter the job **Title** of the person who completed the site assessment.

Title ▾
Senior Land Specialist

- Mandatory:** Enter the **Company** who completed the site assessment.

Company ▾
Jane's Environmental Consulting Co.

- Optional: Attach a supporting **site assessment document** in PDF format.

Assessment ▾

- Optional: Select a **checkbox** to remove a manually entered line item. Click **Remove**.

<input checked="" type="checkbox"/>	Date ▾	Name ▾
<input checked="" type="checkbox"/>	4/22/2020	Jane Smith

Alberta Land Stewardship Act Regional Plan

Approved Regional Plan

OneStop uses the spatial intersection from your activity shapefile to fill in this section. If there are none, a message will appear, "No items added."

Alberta Land Stewardship Act Regional Plan

Approved Regional Plan(s) Filter by...

ALSA Plan ▾	Activity consistent with land uses, outcomes, and strategies in the plan ▾
Regional - South Saskatchewan	
Subregional - Livingstone Planning Zones	

- Select **Yes** or **No** to the **Activity consistent with land uses, outcomes, and strategies in the plan** from the drop-down menu for each plan listed.

ALSA Plan ▾	Activity consistent with land uses, outcomes, and strategies in the plan ▾
Regional - South Saskatchewan	Filter...
Subregional - Livingstone Planning Zones	Yes No

- Select **Yes** or **No** to the **Activity consistent with triggers or limits set out in the plan** from the drop-down menu for each plan listed.

Activity consistent with land uses, outcomes, and strategies in the plan ▾	Activity consistent with triggers or limits set out in the plan ▾
	Filter...
	Yes No

Conservation and Tourism Recreation Area

OneStop uses the spatial intersection from your activity shapefile to fill in the **Designation** and **Area Name** fields. If there are none, a message will appear, "No items added."

Also located within the following Conservation and Tourism Recreation Area(s) Filter by...

Designation ▾	Area Name ▾
Wildland Park	Gipsy/Gordon

Supporting Documentation

Optional: Click **Attach** to add supporting documents in PDF format.

Supporting Documentation

Validate Entry

- Click **Validate** at the top or bottom left of the screen to check for errors in your entry. Errors will display in red. Fix errors.

Wildlife Sensitivities

Sensitive Wildlife Identified ▾

Other Sensitive and Endangered Species

Sensitive Raptor Range

Sharp-tailed Grouse Survey

Wildlife Survey

Wildlife Survey required *

▲ This field is required.

Tip:

Validate and fix errors as you go. You cannot complete your submission until all errors have been fixed.

Save Entry

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

Also located within the following Conservation and Tourism Recreation Area(s)

Filter by... Show ▾

Designation	Area Name
No items added	

Validate < Previous Next > Save

Save