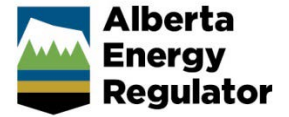


# Completing OneStop Variance Screen

» Intended User: Public Land applicants



## Overview – Variance Screen

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

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

## Getting to Variance Screen

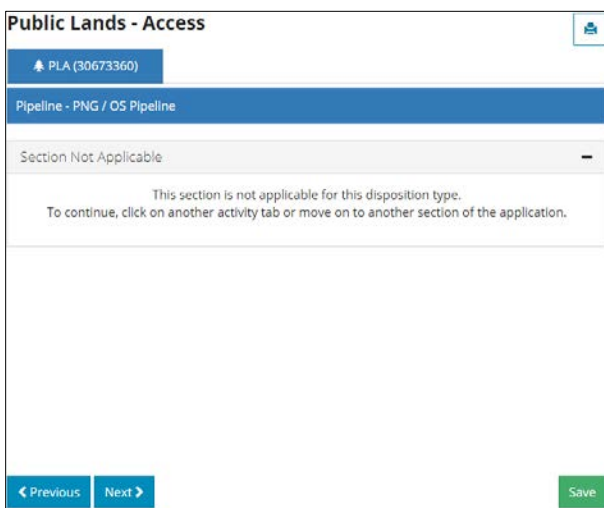
There are two ways to reach to the Variance screen:

1. Click **Variance** in the left navigation bar.



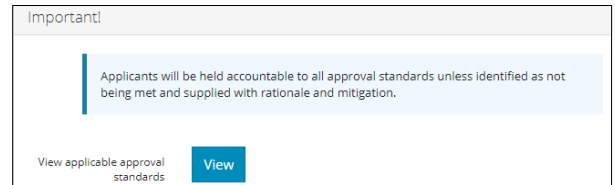
or

From the Access screen click **Next** at the bottom left corner of the screen.

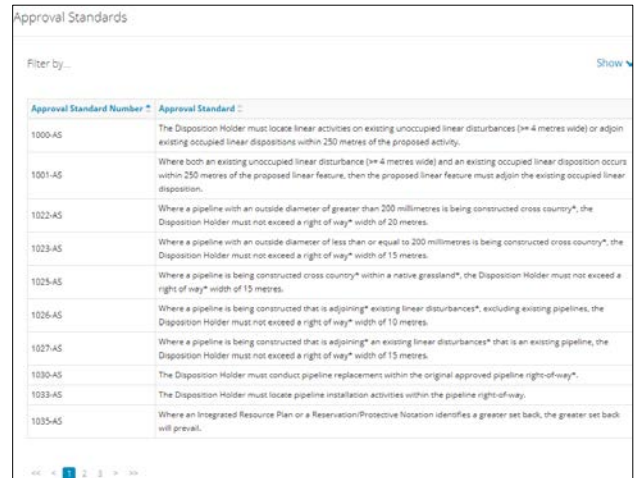


## Important

1. Click **View** to see all standards that apply to the proposed activity.



A list of approval standards appears.

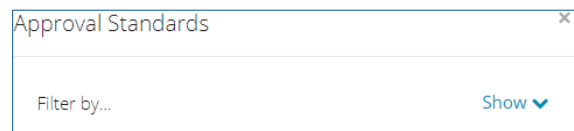


2. Click the **page numbers** or **arrows** at the bottom left corner of the pane to navigate through the pages.

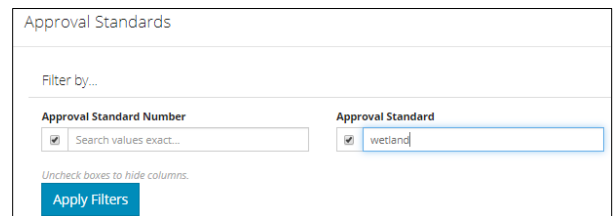


## Filtering Results

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



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



The filtered results are displayed.

Approval Standard Number	Approval Standard
1302-AS	The Disposition Holder must not construct activities within 15 metres
1304-AS	The Disposition Holder must maintain the following waterbody* sett 45 metres of undisturbed vegetation must be maintained from non- ponds, wetlands*, shallow open water ponds and lakes.

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



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



**Tip:**  
Repeat the steps above to filter information in any pane.

### Request a Variance to an Approval Standard

1. **Mandatory:** Select **Yes** or **No** to indicate if approval standards will be met.

Request a Variance to an Approval Standard

Based on your review, will all of the applicable approval standards be met? \*

- a) If **Yes**, no further action is required. Proceed to the next step.
2. If **No**, indicate which standards will not be met by adding them to the table.
  - a) **Mandatory:** Click **Add**.

Request a Variance to an Approval Standard

Based on your review, will all of the applicable approval standards be met? \*

Indicate which approval standards will not be met in the table below. \*

Filter by...

A new window opens and displays a list of approval standards.

Approval Standard Number	Approval Standard
1004-AS	The Disposition Holder must locate and adjoin the activity to unoccupied, ex section lines, or adjoin to existing occupied dispositions or existing linear dis lines. Where multiple existing occupied dispositions or existing linear distur with the activity.
1006-AS	The Disposition Holder must locate activities outside of natural forest openi
1007-AS	The Disposition Holder must construct wellsite's for single rig drills, to a surf
1008-AS	The Disposition Holder must construct wellsite's for double/triple rig drills w surface area of 1.44 hectares.
1009-AS	The Disposition Holder must construct wellsite's for double/triple rig drills w surface area of 1.69 hectares.

- b) **Mandatory:** Select the **checkbox(es)** beside the approval standard(s) that will not be met.

**Tip:**  
Use page numbers or arrows at the bottom left corner of the pane to navigate through the pages, if required.

- c) Click **Select**.

Select

Approval Standard Number	Approval Standard
<input type="checkbox"/> 1037-AS	Where a Higher Level Plan* exists, the Disposition Holder must follow any c
<input type="checkbox"/> 1053-AS	The Disposition Holder must not locate activities within 45 meters from the those features.
<input type="checkbox"/> 1259-AS	The Disposition Holder must not transport from the Lands topsoil* or subs
<input type="checkbox"/> 1300-AS	The Disposition Holder is prohibited from conducting activities on islands a
<input type="checkbox"/> 1301-AS	The Disposition Holder must not interrupt natural drainage (including eph
<input checked="" type="checkbox"/> 1302-AS	The Disposition Holder must not construct activities within 15 metres of ter

The window closes and the selected approval standard(s) appear in the main table.

Approval Standard Number	Approval Standard
<input type="checkbox"/> 1302-AS	The Disposition Holder must not constr temporary wetlands* or ephemeral wa

- d) **Mandatory:** Select the **checkbox** beside the approval standard you wish to edit. Click **Edit**. Edit one standard at a time.

<input checked="" type="checkbox"/>	Approval Standard Number	Approval Standard
<input checked="" type="checkbox"/>	1302-AS	The Disposition Holder must not construct activities within 15 metres of temporary wetlands* or ephemeral watercourses*.

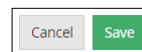
- e) The Rationale and Mitigation window opens. **Mandatory:** Enter the **rationale**.

Rationale

- f) **Mandatory:** Enter the **mitigation**.

Mitigation

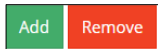
- g) **Mandatory:** Click **Save** to save your entry.
- h) Optional: Click **Cancel** to cancel your entry.



The window closes. Mitigation and rationale comments are added to the specified standard(s) in the table.

Rationale	Mitigation
Enter your rationale for not meeting the approval standard here.	Enter your mitigation for not meeting the ap here.

- i) Optional: To remove one or more standards from the table, select the **checkbox** beside the standard(s) you wish to remove. Click **Remove**.



- 3. **Mandatory:** Select **Yes** or **No** to indicate whether proposed mitigations were discussed with AER staff.

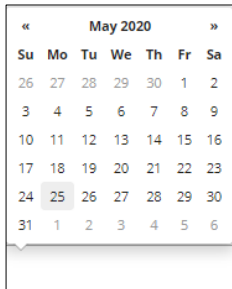
Were the proposed mitigations discussed with AER staff? \*

- a) If **No**, no further action is required. Proceed to the next step.

- 4. If **Yes**, a table appears for entering pre-application consultations.

<input type="checkbox"/>	Date	AER Contact(s)	Summary	Supporting Documentation
No items added				

- a) **Mandatory:** Click **Add** to insert blank rows in the table. Add as many rows as needed.
- b) **Mandatory:** Click a **cell** in the Date column, and select a date from the calendar. You may also manually enter the date.



- c) **Mandatory:** Enter the **AER Contact**.

Date	AER Contact(s)
5/20/2020	Jane Henry, Land Use Officer

- d) **Mandatory:** Enter the **summary**.

AER Contact(s)	Summary
Jane Henry, Land Use Officer	Discussed proposed mitigation measures

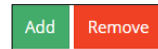
- e) Optional: Click **Attach File** to add supporting documents in PDF format.

Supporting Documentation

Supporting Documentation

Variance_Supporting_Info.pdf (35 KB)
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- f) Optional: To remove one or more standards from the table, select the **checkbox** beside the standard(s) you wish to remove. Click **Remove**.



### Conflict with Reservation/Notation

#### Important:

This section applies to new disposition applications and amendments. If a required variance was identified in the Land screen, the reservation number is automatically filled in the table based on the responses provided in the Reservations/Notations section.

Conflict with Reservation/Notation lists reservations/notations that require a variance.

Conflict with Reservation/Notation

Filter by...

<input type="checkbox"/>	Reservation Number	Rationale	Mitigation
<input type="checkbox"/>	PNT860050		

- 1. **Mandatory:** Select the **checkbox** beside the reservation number you wish to edit. Click **Edit**.

<input checked="" type="checkbox"/>	Reservation Number	Rationale
<input checked="" type="checkbox"/>	PNT860050	

- 2. The Rationale and Mitigation window opens. **Mandatory:** Enter the **rationale**.

Rationale

- 3. **Mandatory:** Enter the **mitigation**.

Mitigation

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

Attach Additional Information and Communication

Attach Additional Information and Communication

Additional_Information.pdf (33 KB)
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- Mandatory:** Repeat **steps 1 to 4** for each reservation/notation listed in the table.
- Mandatory:** Click **Save** to save your entry.
- Optional: Click **Cancel** to cancel your entry.

Cancel Save

### Plan Variance

**Important:**  
This section autocompletes for disposition renewals where plans do not meet final plan requirements but are eligible for plan variance.

Plan variance

You have not met your Final Plan requirements for the following plans. Either submit a final plan for an amendment to submit a new plan, or request variance to the plan standards.

Filter by...

Edit

Plan Number	Plan Type	LTO Number	Status	Version Date	Plan Number Type
<input type="checkbox"/> 21092	Conventional Survey		Active	4/11/2020	PL

- Mandatory:** Select the **checkbox** beside the plan you wish to edit. Click **Edit**.

Edit

<input checked="" type="checkbox"/>	Plan Number	Plan Type
<input checked="" type="checkbox"/>	21092	Conventional Survey

- The Rationale and Mitigation window opens. **Mandatory:** Enter the **rationale**.

Rationale

Enter rationale for requesting plan variance.

- Mandatory:** Enter the **mitigation**.

Mitigation

Enter mitigation for requesting plan variance.

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

Attach Additional Information and Communication

Attach

Attach Additional Information and Communication

Additional\_Information.pdf (33 KB)

- Mandatory:** Click **Save** to save your entry.
- Optional: Click **Cancel** to cancel your entry.

Cancel Save

### Validate Entry

- Click **Validate** on the top or bottom left corner of the screen. Errors will appear in red. Fix errors.

Public Lands Amendment - Variance

PLA (00673060)

Pipeline: PNG / OS Pipeline

Validate

Important!

Request a Variance to an Approval Standard

Conflict with Reservation/Notation

Filter by...

Edit

Reservation Number	Rationale	Mitigation
<input type="checkbox"/> PNT60050	Enter rationale for being in conflict with noted reservation/notation.	Enter mitigation for being in conflict with noted reservation/notation.

Validate

Previous Next

Save

Validate

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

### Save Entry

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

Public Lands - Variance

PLA (00673060)

Pipeline: PNG / OS Pipeline

Validate

Important!

Request a Variance to an Approval Standard

Conflict with Reservation/Notation

Filter by...

Edit

Reservation Number	Rationale	Mitigation
<input type="checkbox"/> PNT60050	Enter rationale for being in conflict with noted reservation/notation.	Enter mitigation for being in conflict with noted reservation/notation.

Validate

Previous Next

Save

Save