

NATURAL RESOURCES CONSERVATION BOARD

How to complete the AOPA application form:

Part 1—General Information and Disclosure

March 2019

This guide is intended to help applicants complete Part 1—General Information and Disclosure. Part 1 is required for all applications under the *Agricultural Operation Practices Act* (AOPA) for an approval, registration or authorization to expand or construct a confined feeding operation, manure collection area, or manure storage facility.

Table of Contents

How to complete Part 1— General Information and Disclosure.....	1
Filling out the form	1
Submitting the form.....	1
Contact information	2
Location of proposed development	2
Proposed activity	3
Application disclosure	3
This page is for additional applicant information	4
Appendix 1: NRCB field office service areas	5
Appendix 2: Glossary of terms.....	6

How to complete Part 1— General Information and Disclosure

Part 1 of the application gathers general information about the proposed development and contact information. This guide is intended to help producers fill out the Part 1 application.

All applicants need to complete the Part 1 form. If an applicant has any questions relating to the form, please contact a Natural Resources Conservation Board (NRCB) approval officer in your region (see Appendix 1).

An NRCB approval officer can also help applicants determine the implications of the options they are considering. **NRCB approval officers will not carry out any design work or conduct any testing or sampling on behalf of an applicant.**

The date the Part 1 application is received is the date that establishes the minimum distance separation (MDS). It also establishes the six (6) month window in which the applicant must provide the NRCB with a completed Part 2 application.

When the NRCB receives a completed Part 1 application, the municipality is advised in writing of the application. This provides the municipality with notice that a confined feeding operation (CFO) or manure storage facility is proposed to be developed, expanded, or modified at the site specified by the applicant. It also allows the municipality to advise or inform other land developers of the potential development, should they be considering developing neighbouring sites.

Filling out the form

If the space provided on the Part 1 application is not sufficient to enter your information, please provide any additional information on a separate sheet(s).



Sections of the Part 1 application are provided below and filled in with examples to illustrate the information applicants should provide.

This form may be filled out by hand, as shown in the examples, or may be downloaded as a pdf and filled out by the applicant on their computer.

Submitting the form



The Part 1 application can be faxed, emailed, or submitted online to the NRCB. NRCB office locations are provided at the end of this guide. Applications that are submitted online will automatically be forwarded to the appropriate office.

Contact information

Applicant Information 1		
Name: Joe Applicant	Corporate Name (if applicable): ABC Farms Ltd.	
Address: (Street/P.O. Box) P.O. Box 11		
City/Town: Rural Town	Province: AB	Postal Code: T1O 0A0
Agent Information (if applicable) (person/agency completing application on the applicant's behalf; must have signing authority) Please attach letter of consent signed by applicant. 2		
Name: CFO Agent	Corporate Name (if applicable): CFO Corporation	
Address: (Street/P.O. Box) 2020 Livestock Lane		
City/Town: Rural Town	Province: AB	Postal Code: T1O 0A0

- 1 Enter applicant information including mailing address. Please print or type this information so that it is clear and legible.
- 2 If the applicant is using an agent to act on their behalf, enter the agent's information including mailing address, and provide a letter of consent signed by the applicant. Please print or type the agent's information so that it is clear and legible.

Location of proposed development

Legal Land Description(s)	NE 01-002-03 W4M 3 (Qtr-Sec-Twp-Rg-W Mer)	
County/Municipal District	Rural County 4	
Registered Landowner(s)	Is the applicant the registered landowner? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If no, please attach letter of consent signed by all landowners) 5	
Existing Permit	Does this legal land location have an existing permit(s) for CFO facilities? (AOPA permit or municipal development permit) 6 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	Permit #: BA19001	Permit #:
	Permit #:	Permit #:

- 3 Enter the legal land location(s) of the proposed development.
- 4 Enter the municipality within which the proposed development is planned.
- 5 Indicate if the applicant is the registered landowner of the property on which the development is proposed. If the applicant is not the registered landowner, the applicant is required to provide a letter of consent signed by all registered landowners, together with the application.
- 6 Indicate if there are any existing permits (municipal or NRCB) for any confined feeding operation or manure storage facilities at this site. If there are, enter the permit number(s) in the spaces provided.

Proposed activity

Proposed Activity (check all that apply)	<input type="checkbox"/> Construct a new confined feeding operation <input checked="" type="checkbox"/> Expand an existing confined feeding operation (increase animal numbers) <input checked="" type="checkbox"/> Construct, expand, or modify a manure storage facility
---	--

Describe what is being proposed, including changes to facilities, changes to animal numbers, or changes to types of livestock, e.g., beef, dairy, hog, poultry, etc.

I am planning on expanding my swine feeder operation by increasing swine numbers and constructing a new barn and liquid manure storage.

Total livestock (including proposed livestock numbers)

Livestock category and type	Existing animal numbers	Proposed change in numbers	Total
Swine Feeders	1,000	500	1,500

7 Check off all proposed activities.

8 Provide a description of what is being proposed.

9 Enter the livestock category and type, existing animal numbers, proposed changes in animal numbers (including changes within category), and total animal numbers.

Application disclosure

I, the applicant, or agent of the applicant, am responsible for confirming that this proposed development can meet the municipality's land use planning requirements (MDP, IDP, etc.) and municipal setback requirements, and is not located in a right of way.

I acknowledge that this information is collected under the authority of the *Agricultural Operation Practices Act*, is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*, and shall be deemed public unless the NRCB grants a written request that certain sections remain private.

From the date Part 1 is accepted by the NRCB, I, the applicant, or agent of the applicant, have **six months** to complete and submit Part 2 of this application, together with any supporting documentation I need to complete the application, unless an extension is granted. I, the applicant, acknowledge that failure to meet the six month timeframe may result in the application being denied by the NRCB.

I, the applicant, or agent of the applicant, acknowledge that any construction prior to obtaining the required AOPA permit is an offence and subject to enforcement action, including prosecution.

I, the applicant, or agent of the applicant, have read and understand the statements herein and acknowledge that the information provided in this application is true to the best of my knowledge.

March 12, 2019 Date of signing	Joe Applicant Signature
ABC Farms Ltd. Corporate name (if applicable)	Joe Applicant Print name

- 10 Enter the date the application is signed, sign the application, print or type the corporate name if applicable, and print or type the name of the person who signed the application.

This page is for additional applicant information

To be filled out by the applicant. This page is only for NRCB, municipal, and referral agency use, and is not for public disclosure.

Applicant Contact Information 11				
Name: Joe Applicant			Corporate Name (if applicable): ABC Farms Ltd.	
Contact Numbers	Business: 111-555-1234	Cell: 111-555-1235	Home: 111-555-1236	Fax: 111-555-1237
Email: abcfarms@stock.ca				
(check all that apply)				
<input checked="" type="checkbox"/> I wish to receive NRCB correspondence by email <input type="checkbox"/> I wish to receive NRCB correspondence by mail <input type="checkbox"/> I wish to receive NRCB correspondence by fax				

Agent Contact Information (if applicable) 13			
Name: CFO Agent		Corporate Name (if applicable): CFO Corporation	
Contact Numbers	Business: 111-555-2345	Cell: 111-555-2346	Fax: 111-555-2347
Email: cfoagent@stock.ca			
(check all that apply)			
<input checked="" type="checkbox"/> I wish to receive NRCB correspondence by email <input type="checkbox"/> I wish to receive NRCB correspondence by mail <input type="checkbox"/> I wish to receive NRCB correspondence by fax			

- 11 Enter applicant contact information including telephone and fax numbers, and e-mail address if available. Please print or type this information so that it is clear and legible.
- 12 Check off how the applicant would like to receive correspondence.
- 13 If the applicant is using an agent to act on their behalf, enter all of the agent's contact information including telephone and fax numbers, and email address. Please print or type this information so that it is clear and legible.
- 14 Check off how the agent would like to receive correspondence.

Appendix 1: NRCB field office service areas

Peace and North Central Regions - Morinville

Provincial Building
201, 10008 – 107 Street
Morinville AB T8R 1L3
Phone: 780-939-1212
Fax: 780-939-3194

Central Region – Red Deer

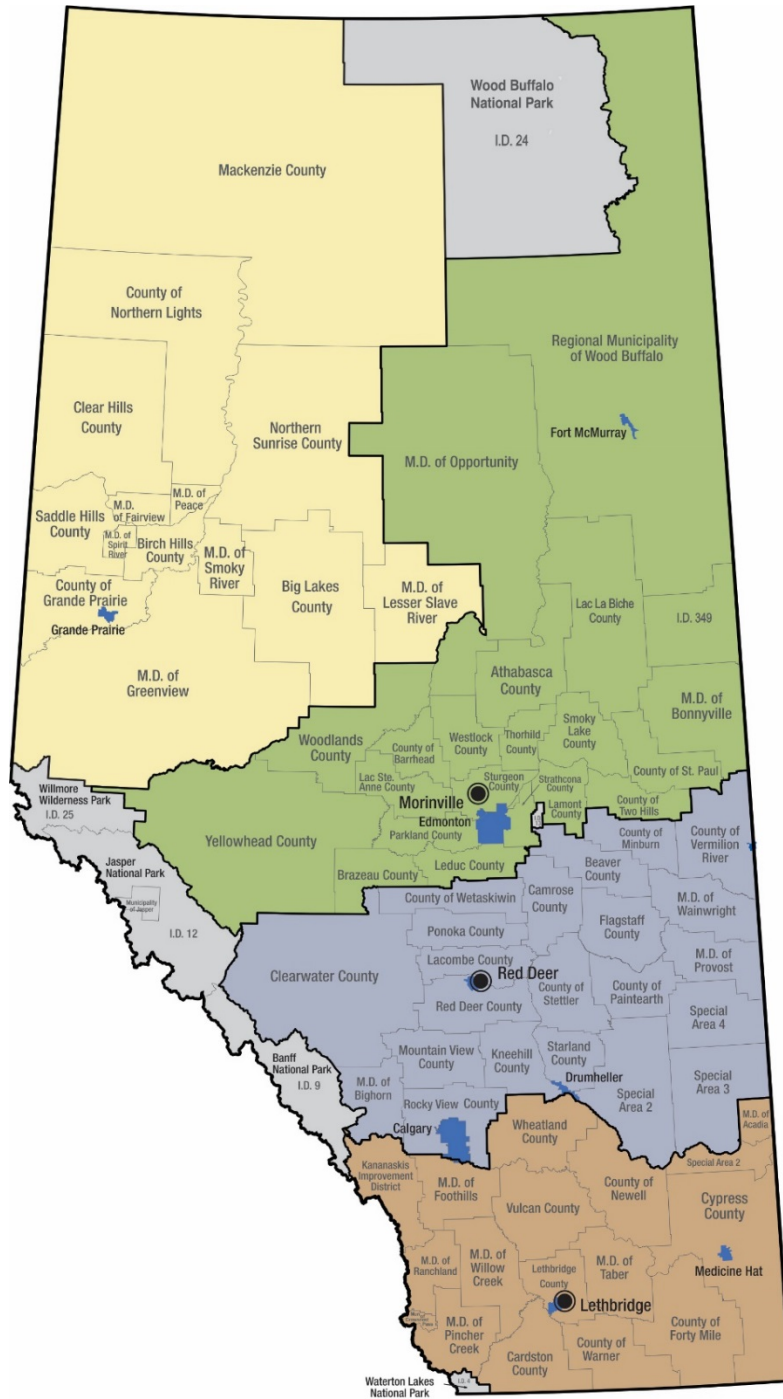
Provincial Building 303,
4920 – 51 Street
Red Deer AB T4N 6K8
Phone: 403-340-5241
Fax: 403-340-5599

Southern Region - Lethbridge

Agriculture Centre
100, 5401 – 1 Avenue S
Lethbridge AB T1J 4V6
Phone: 403-381-5166
Fax: 403-381-5806

Reporting line (toll-free)

1-866-383-6722
www.nrcb.ca



REVISED BY ALBERTA AGRICULTURE AND FORESTRY, ENVIRONMENTAL STEWARDSHIP BRANCH
BASE MAP DATA PROVIDED BY ALBERTA DATA PARTNER SHIPS © 2018 GOVERNMENT OF ALBERTA

Appendix 2: Glossary of terms

These definitions are based on existing definitions in AOPA and its associated regulations.

Affected party	A person or municipality determined in accordance with the regulations to be an affected person.
Agent	A party that is authorized in writing to act on behalf of the applicant.
AOPA	Alberta provincial legislation consisting of the Agricultural Operation Practices Act (AOPA) and its associated regulations.
Applicant	The person or corporation that is applying to the NRCB for a permit, or an amendment to an existing permit, for a new or expanded confined feeding operation, manure collection area, or manure storage facility.
Application	A two-part application for an approval, registration, or authorization to construct a new or expanded CFO, manure collection area, or manure storage facility, or an application for an amendment to an existing permit issued by the NRCB, municipal district, or health authority.
Approval	The permit type required to construct or expand a confined feeding operation in accordance with the number of animals and livestock type set out in Column 3, Schedule 2 of the Part 2 Matters Regulation.
Authorization	The permit type required to construct or to expand a manure storage facility that is for containment of 500 tonnes or more of manure for seven months or more in any calendar year.
Compost	A solid mature product resulting from composting. Does not include compost to which the Fertilizer Act (Canada) applies.
Composting	A managed process of bio-oxidation of composting materials, including a thermophilic phase.
Composting materials	Organic material generated by an agricultural operation described in clause (b)(ii), (iv), (v), or (vi) of AOPA, other than carcasses or parts of carcasses. Includes other substances permitted by the regulations.
Construct	Includes reconstructing, renovating, altering, or expanding a structure, operation or facility, but does not include general maintenance of a structure, operation or facility, or the clearing and levelling of land.
Confined feeding operation (CFO)	Fenced or enclosed land or buildings where livestock are confined for the purpose of growing, sustaining, finishing, or breeding by means other than grazing, and any other building or structure directly related to that purpose. Does not include residences, livestock seasonal feeding and bedding sites, equestrian stables, auction markets, racetracks, or exhibition grounds.
Development permit	A permit issued under a land use bylaw, pursuant to the Municipal Government Act .
Expansion	The construction of additional facilities to store more manure, composting materials, or compost, or to accommodate more livestock.
Freeboard	The vertical distance between the full storage level of a structure and the upper edge of the structure.
Liner	A layer constructed out of natural or manufactured materials that restricts the migration of the contents of the manure storage facility or manure collection area.

Liquid manure	Manure that is in a predominantly liquid state or manure to which water has been added.
Manure	Livestock excreta, associated feed losses, bedding, litter, soil and wash water. Does not include manure to which the Fertilizers Act (Canada) applies.
Manure collection area	The floor of a barn, the under-floor pits of a barn, the floor of a feedlot pen or a catch basin where manure collects. Does not include the floor of a livestock corral.
Manure storage facility	A facility for storing manure, composting materials or compost, or a composting facility. Does not include such a facility at an equestrian stable, an auction market, a racetrack or exhibition grounds.
Minimum distance separation	Under AOPA, the minimum distance required between a manure storage operation or facility and the nearest residence that is not owned or controlled by the facility's operator.
Municipal development plan	A municipal land use plan adopted by bylaw, under the Municipal Government Act .
Operator	The operator of a confined feeding operation, manure collection area, or manure storage facility.
Permit	An approval, registration, or authorization that is issued by the NRCB or grandfathered under AOPA.
Registration	The permit type required to construct or expand a confined feeding operation in accordance with the number of animals and livestock type set out in Column 2, Schedule 2 of the Part 2 Matters Regulation.
Referral agency	Government of Alberta authorities with responsibility for agriculture, health, the environment, and transportation that are provided by the NRCB with a copy of applications to expand or construct a confined feeding operation, for their information, review and response.
Runoff	Liquid (including rainwater and meltwater) that drains as surface flow out of an agricultural operation or part of an agricultural operation.
Run-on	Liquid (including rainwater and meltwater) that drains as surface flow onto an agricultural operation or part of an agricultural operation.
Solid manure	Manure that is 20% or more solid matter, and that does not flow when piled.