

A. New Sublease /lot application

Step	Activity	By whom	To whom	Cc'd	Close
1	Sublease Application prepared and submitted to HRRRA along with \$1,000 application fee which will be applied to Initial Fee if construction proceeds	applicant	Board		
2	Reviewed by board; if endorsed signed by president and sent to Town and MD with a covering email including any conditions	Board	Town, MD		
note	Applicant should be consulting with MD for requirements, lining up a builder, materials and financing	applicant			
3	Town and MD review Application; may be approved with or without conditions	HRRRA	Town, MD		
4	Signed Application received from Town and MD	Town, MD	HRRRA Chair		
5	Signed Document sent to applicant	Chair	applicant		
6	At this point the applicant if he/she so chooses begins the Development Permit (DP) process with the MD. Sublease Application may be held for one year pending construction subject to review with the applicant re progress. MD will not approve a DP application without the approved HRRRA Sublease Application	Applicant	HRRRA		
7	If DP approved without a hearing then process goes back to HRRRA and Sublease Agreement prepared by HRRRA and sent to applicant. If a hearing is called further action by HRRRA put on hold pending results of the hearing	MD	HRRRA, applicant		
8	At this point revisions may be required of the HRRRA Sublease Application. Applicant meets with the Board to provide an explanation with revised Application, if appropriate	applicant	HRRRA		
9	DP in hand Sublease Agreement prepared, signed and sealed by the	Board	Sublease holder		

	Board and sent to the applicant subject to special conditions where noted below				
Special	At this point a contract may be required between HRRRA and the applicant. Must be in place before Sublease Agreement is signed				
10	Signed Sublease Agreement now in effect, original held by HRRRA Board	Board	Sublease holder	MD of Foothills	
11	Applicant will now be invoiced as follows: <ul style="list-style-type: none"> ➤ HRRRA sublease Initial Fee, construction security deposit and annual sublease Basic Rent ➤ MD Property Tax Dept. assessment 	Board	Sublease holder	MD of Foothills	
Special	If applicant requires an Operating Certificate (OC) i.e. with Transport Canada that needs support letter from HRRRA Ltd. then this is prepared and issued to the applicant by HRRRA Board upon request	Board			
Special	If applicant requires financing, the lender may require land owner signoff, specifically MD of Foothills and Town of High River	Applicant			
Special	OC may also be sent to a third party if requested by the applicant	Board	Sublease holder / Applicant		
12	With Sublease Agreement in place applicant can now work with the MD to obtain necessary permits and approvals for building construction.	Sublease holder	As required		
Alert!	Up to this point no work may take place on the subject lot				
13 Alert!	When the Sublease Agreement is signed, permits are in place and fees are paid, contact HRRRA Ltd. for approval to proceed NOTE: Site work and construction cannot commence until all these items are complete and clearance to proceed in writing is given by HRRRA Ltd.	Sublease holder	HRRRA Ltd. MD of Foothills		

14	Lot survey by an Alberta Land Surveyor (ALS) referencing established survey monuments; contractor may commence site preparation and construction	Applicant	Notify HRRRA Ltd with start date		
15	Contact FortisAlberta and ATCO Gas to arrange utilities connection	Sublease holder	Fortis Customer Relations Calgary ATCO Gas Okotoks See details below		
16	When construction is complete: <ol style="list-style-type: none"> 1. MD Fire Chief contacted to sign off that all codes and permit conditions have been met; letter to be provided to HRRRA by applicant from office of Fire Chief or applicant 2. HRRRA Ltd. contacted; site inspection may be conducted. <p>Alert! Note: building cannot be occupied by anyone or anything until items 1 and 2 are complete and signed off.</p>	MD Fire Chief	Sublease holder	HRRRA Ltd MD of Foothills Fire Chief	
17	Construction security deposit will be refunded to sublease holder when the two letters in Item 16 and a final as built lot plan drawing that references Item 14 is provided to HRRRA Ltd.	HRRRA	Sublease holder		

IMPORTANT NOTICE:

- HRRRA Sublease Application requires that construction must commence within one year of DP approval or the approval may be withdrawn. One six month extension may be granted upon application to the HRRRA.

- The MD DP requires that work must commence within 12 months and be completed within 24 months.
- The DP approval is specific to conditions listed. If the DP Application included other items that are not specifically mentioned or otherwise noted or denied on the DP approval they are not permitted.
- The land survey to establish the corners of the selected lot must be conducted by an Alberta Land Surveyor.
- The Sublease holder is responsible for arrangements and costs of:
 - lot site survey, lot grade preparation, site drainage control, culvert purchase and installation, natural gas and power connections and compliance with airport building standards.
- No on site work including clearing or other preparation work is permitted until all agreements are in place, fees paid and written clearance given by HRRRA Ltd.
- Building cannot be occupied by anyone or anything until written approval is received from the Fire Chief and HRRRA Ltd.

B. Sublease/Lot Ownership Change on a Sublease approved Lot

Generally this approval is administrative for record keeping purposes.

Step	Activity	By whom	To whom	Cc'd	Other
	Follow points A1 through 5	Applicant	HRRRA Ltd.		
	New Sublease Agreement issued to new sublease holder	HRRRA Ltd.	Applicant		
	MD Property Tax Dept notified by HRRRA	HRRRA Ltd.	MD of Foothills		

C. Change in lot use or development or an addition of a use not listed in the MD of Foothills #31 Land Use Bylaw, Direct Control District #5

If applicant wishes to change or add uses not listed in Direct Control District #5 early contact should first be made with the MD Development Office to determine the requirements of the DP process.

Step	Activity	By whom	To whom	Cc'd	Other
	Follow points A1 through 10, at a minimum	Applicant	HRRR Ltd. And MD of Foothills		
	Further steps and approvals will be dependent on the change requested. Early consultation with HRRR and the MD of Foothills is recommended	Applicant	HRRR Ltd. And MD of Foothills		

D. FEES

Name	When Required	Payable To Whom	Value
Sublease Application Fee	With submission of Application	HRRR Applied to Initial Fee if building proceeds?	\$1,000
Development Permit processing fee	When applying for a DP	MD of Foothills	Varies; set by the MD
Sublease purchase fee, the Initial Fee	When Sublease Agreement is signed	HRRR	Based on lot frontage assessment
Annual sublease fee, the Basic Rent	When Sublease Agreement signed	HRRR	Based on lot square footage
Construction Security fee	When Sublease Agreement signed	HRRR	\$5,000, refundable
Annual MD property tax	When DP is approved	MD of Foothills	Determined by the MD property assessment
Lot boundary survey from established	When lot is selected	Alberta Land Surveyor (ALS)	Between Sublease holder and surveyor

monuments			
Lot surface preparation to grade required and construction contractor	After Sublease Agreement is issued by HRRRA	contractor	Between Sublease holder and contractor
Building permits	When preparing for construction	MD of Foothills	To be determined
Natural gas hot tap connection to building; application to ATCO Gas required	When preparing for construction	ATCO Gas, Okotoks office for form and instructions	To be determined
Power connection to building; application to Fortis Alberta required	When preparing for construction	email or phone at: commercialteam@fortisalberta.com 587-775-6380 May be directed to Fortis, High River office for local installation contractor	To be determined
Site drainage and culvert purchase and installation	During construction	contractor	Between sublease holder and contractor

E. HRRRA Ltd. Responsibilities

1. Provide applicant with an airport site plan showing the location and dimensions of the lot the applicant is interested in
2. Guide the applicant through the Application and approval process
3. Provide the Building Standards document
4. Provide a bare land undeveloped lot
5. Provide power to the edge of the lot and natural gas mainline service in the area utility corridor

6. Move the overall approval process along as quickly as possible

F. Applicant Responsibilities

1. Prepare and submit a complete Sublease Application following instructions provided with the form; meet with HRRRA representative as necessary
2. Prepare and submit a Development Permit Application following instructions provided with the form; meet with MD representative as necessary
3. Once approvals have been granted and fees and permits are up to date, prepare the lot site for development and establish a grade appropriate for building placement
4. Arrange connection of a) natural gas from mainline service located in the utility corridor, and b) power from lot edge; sublease holder responsible for any fees
5. Ensure lot drainage with site preparation (access, lot staking, etc.) and grade (gravel base, elevation) does not interfere with overall drainage from adjacent lots
6. Install drainage culverts, size minimum 20 in / 500 mm
7. Construct a building or facility that was applied for in the Sublease Application , agreed to in the Sublease Agreement and approved with the Development Permit in compliance with building standards as instructed by HRRRA Ltd. , MD of Foothills bylaws and Provincial legislation.
8. Provide HRRRA Ltd. with an as built lot plan drawing of the building constructed on the lot
9. Construction security deposit will not be refunded until there is complete and documented compliance with all items in this and reference documents.

G. Reference Documents

- HRRRA Ltd. Sublease Application form
- HRRRA Ltd. Building Standards
- MD of Foothills #31 Land Use Bylaw, Direct Control District #5