

Submitting a Plan Replacement

» Intended User: Public Land applicants

Overview

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

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

Options include the following:

- As Built/Final Plan Submission
- PDF Plan Correction
- Plan Type Upgrade
- Disassociation

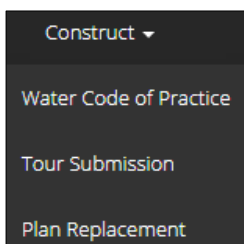
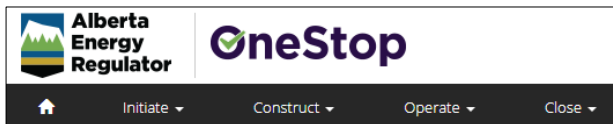
Only one plan can be replaced per submission if you have multiple active plans of record.

Important

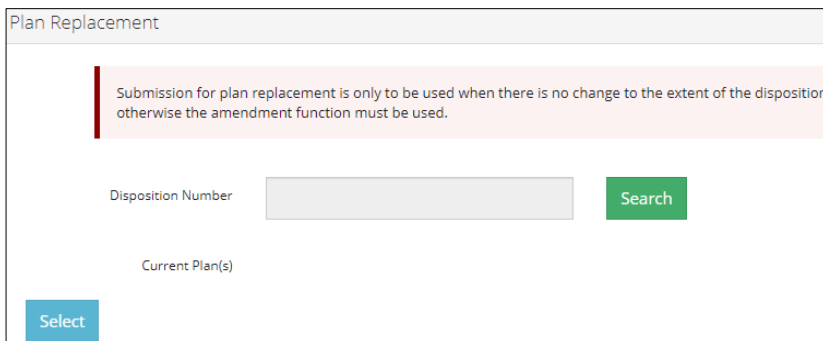
Once a disassociation has been submitted it cannot be undone. A disassociation and an update to purpose and activity is not permitted in the same submission.

Replace Plan

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



The Plan Replacement window opens.




The screenshot shows the 'Plan Replacement' window. At the top, there is a title bar with the text 'Plan Replacement'. Below the title bar is a light pink warning message: 'Submission for plan replacement is only to be used when there is no change to the extent of the disposition, otherwise the amendment function must be used.' Below the warning is a form with a 'Disposition Number' label, a text input field, and a green 'Search' button. Below the search field is a 'Current Plan(s)' label and a blue 'Select' button.

- Click **Search** to find your disposition number. The Search by Authorization window opens.

- Enter the **Authorization Number** or the legal land **Location** in the appropriate fields. Click **Search**.

Results are displayed in the table below.

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

- Optional: To clear results, click .

- Check the **box** beside the disposition you wish to add. Click **Add**.

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

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


Submission for plan replacement is only to be used when there is no change to the extent of the plan, otherwise the amendment function must be used.

Disposition Number: LOC8-100000 Search

Current Plan(s)

Select

<input type="checkbox"/>	Plan Number	Plan Type	LTO Number	Active	Version Date	Plan Number Type
<input type="checkbox"/>	10	Sketch		Yes	7/23/1998	TL

- Optional: Click  to close the window without saving your search and return to the main screen.

1. Check the **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"/>	10	Sketch		Yes	7/23/1998

The Submission Plan Replacement screen opens.

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.

1. Check the **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"/>	LOC	-	Access

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
LOC	AER License of Occupation	▼	▼

2. Select the **Purpose** from the drop-down list.

3. Select the **Activity** from the drop-down list.

4. Select **Close** to return to the main screen without updating the purpose and activity or select **Save** to update the purpose and activity.

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 section, update your plan before continuing.

Selected Plan Information

Update Plan Type

<input type="checkbox"/>	Plan Number ▾	Plan Type ▾	LTO Number ▾	Active ▾	Version Date ▾	Plan Number Type ▾
<input type="checkbox"/>	1234567	IHS IMPORT		Yes	12/5/2000	MS

1. Check the **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 Type ↕
<input checked="" type="checkbox"/>	1234567	IHS IMPORT		Yes	12/5/2000	MS

The Plan Type window opens.

Plan Type Update

Make sure the plan type is correct. If the draft has been saved corrections can only be made by deleting the draft. Once submitted corrections cannot be made.

Submission Number:

Plan Number:

Plan Type:

Update Plan Type:

2. Select the **Updated Plan Type** from the drop-down list.

Update Plan Type

Conventional Survey

Sketch

3. 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 ↕	LTO Number ↕	Active ↕	Version Date ↕	Plan Number Type ↕	
1234567	Conventional Survey		Yes	12/5/2000	MS	

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. Select all **plan replacement types** that apply.

Select all plan replacement types that apply *

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

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

Survey Plan Replacement Upload * **Attach** Plan2.pdf (2.16 MB) ✕

3. Select the **Plan Type** from the drop-down list.

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. Select the **Geo Reference Type** from the drop-down list.

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. Enter the **Combined Scale Factor**.

Combined Scale Factor ▾

0.900000

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

CAD File Upload * **Attach** CAD File Upload * CAD.DGN (20 KB) ✕

8. Select the **CAD Projection** from the drop-down list.

CAD Projection
Filter...
10TM AEP Forest - NAD83(CSR5)
10TM AEP Forest - NAD83(original)
10TM AEP Resource - NAD83(CSR5)
10TM AEP Resource - NAD83(original)
Geographic
UTM Zone 11 - NAD83(CSR5)
UTM Zone 11 - NAD83(original)
UTM Zone 12 - NAD83(CSR5)
UTM Zone 12 - NAD83(original)

Dissociation

- The formal disposition selected for plan replacement will receive a new plan number and the submission date becomes the version date.
- The new plan will be stamped and will become the active plan.
- The formal disposition that was disassociated will retain the existing plan number with no change to the version date.
- The existing plan will not receive a new stamp and the plan will remain active for the disassociated disposition.
- Any related RTFs will remain on the existing plan.

Area

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

Area	
Disposition	Total Area (ha)
LOCXXXXXX	1.234


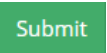
Important

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.

Area	
Disposition	Total Area (ha)
LOC XXXXXX	1.000

 The total area does not match what was previously approved

Save and Submit Entry

1. Click  at the bottom right of the screen to save your entry.
2. Click .
 - a) Any errors will appear in red. Fix the errors and click **Submit** again.

PDF Plan Replacement

Select all plan replacement types that apply *

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

▲ This field is required

Plan Replacement Upload *

▲ This field is required



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.

3. Select  or .
 - **I Agree:** The Submission Information window opens displaying your submission details.
 - **I Disagree:** The window closes and OneStop returns to the main screen.
4. Optional: Upon successful submission, details of your submission will appear, including the option to download the stamped plan. Click the **PDF file link** to download the plan.

Submission Date	01/23/2024
Submission Id	32468551
Plan Replacement Type	Disassociate, As-built / Final Plan Submission
Disposition Type	LOC
Disposition Number	LOC
Disposition Purpose	Access
Disposition Activity	Class III - All Weather or Dry
Associated Disposition Number	MSL

Associated Disposition Purpose	WellSite
Associated Disposition Activity	PNG Production (MW)
Disposition Holder	
Plan Number Type	
Plan Number	9280
Plan Item Number	
Plan Version Date	1/23/2024
Plan Type	Conventional Survey

The Alberta Energy Regulator (the "Regulator"), acting pursuant to its authority under the Responsible Regulations acknowledges the receipt of the Plan Replacement submission. The disposition records have been provided. All current terms and conditions of the disposition continue to apply.

Stamped Plan Download [_StampedSurveyPlan.pdf](#)

Stamped plan download button:



Stamped Plan Example:

