

RED DEER REGIONAL AIRPORT LAND DEVELOPMENT PROCEDURES

All development proposal applications at the Red Deer Regional Airport require formal review by the Red Deer Regional Airport Authority ("Airport Authority") prior to approval. A completed Construction and Installation Application (see attached) and any materials deemed necessary by the Airport Authority must be submitted along with the application before the review process can proceed.

Red Deer Regional Airport Authority's land development is guided by the Authority's Development Procedures and by NAV CANADA's "Land Use Guidelines". The Development Process generally consists of, but is not limited to, the following steps:

- 1) Submission of a completed Construction and Installation Application for the proposed development and any supporting materials by the Applicant to the Red Deer Regional Airport Authority.
- 2) The Construction and Installation Application will be circulated for internal review by the Airport Authority. Additional materials or requirements may be requested from the Applicant at which time modifications to the Applicant's development proposal may be requested by the Airport Authority. Any modifications to the development proposal must be completed prior to the Airport Authority authorizing the Applicant to apply for a Building Permit from the County of Red Deer.
- 3) NAV CANADA is responsible for the management and safety of airspace in Canada and as part of their Land Use Guidelines, prior to any construction on an Airport a "Land Use Proposal Submission Form" must be completed and submitted to the NAV CANADA Land Use Office as outlined in the Contact details on their website.

The necessary documents and information are located on NAV CANADA's public web site at www.navcanada.ca via the following steps:

- Go to the web site at www.navcanada.ca
- Select language
- Scroll down and click on Land Use Proposal
- Land Use Program - links are provided for the following information:
 - ✓ Examples of Land Use Considerations
 - ✓ Selecting the Submission Form
 - ✓ Processing Times
 - ✓ Distribution
 - ✓ Once Construction Starts
 - ✓ After Construction Completion
 - ✓ Other Situations
 - ✓ Additional Forms and Information
 - ✓ Contact Information

It is important the appropriate processes are followed as it relates to Red Deer Regional Airport Land Development. Please provide the Airport Authority with a copy of the NAV CANADA Land Use Proposal Submission Form at the time of submission.



- 4) The internal review of the Applicant's development proposal also includes a review by Transport Canada and additional due diligence by the Airport Authority to ensure the development proposal is consistent and compatible with the Red Deer Regional Airport's operations.
- 5) Upon completion of the internal review to the satisfaction of the Airport Authority, a letter will be provided authorizing the Applicant to proceed with the submission of a Development Permit Application (attached) to the Red Deer County Planning and Development Services. A copy of the Permit must be provided to the Airport Authority by the Applicant upon approval and prior to proceeding with any work on site.

NOTE: Approval of a Red Deer County Planning and Development Services Development Permit does not constitute approval by the Airport Authority for the Applicant to proceed with construction.

- 6) Once the Building Permit has been issued by the Red Deer County Planning and Development Services and provided to and approved by the Airport Authority a RDRAA Construction and Installation Application will be issued to the Applicant. The RDRAA Construction and Installation Application and Building Permit must be posted on-site during the construction/development of the site.
- 7) Prior to construction beginning on-site, the Applicant, at the discretion of the Red Deer Regional Airport Authority, may be required to attend a start-up meeting with the Airport Authority in order to coordinate scheduling, hours of work, and security. The Applicant will be required to provide emergency contact information prior to commencement of any construction.
- 8) Upon completion of the construction/development of the site, a final inspection will be conducted by the Airport Authority to ensure the final construction meets with the approved RDRAA Construction and Installation Application.
- 9) The Red Deer County Planning and Development Services may inspect the site to ensure it meets with building codes. An Occupancy Permit may be required by the County of Red Deer to ensure the building meets applicable codes and regulations. A copy of the Occupancy Permit must be provided to the Airport Authority prior to occupation of the building premises.
- 10) As-built drawings are to be provided to the Airport Authority within 30 days of completion of construction.