



THIRD-PARTY PROCESS TO REQUEST ROAD USE AGREEMENTS, LAND WITHDRAWALS AND CONSENTS

Millar Western Forest Products Ltd.
Land Use Department
5004-52 Street, Whitecourt, AB T7S 1N2
780-778-2221

Millar Western Forest Products (MWFP) conducts woodlands operations supplying a sawmill and pulp mill in Whitecourt, AB, and a sawmill in Fox Creek, AB. (MWFP no longer has interests in the sawmill at Boyle, AB.) The following procedures apply to all road use and land withdrawal requests submitted to MWFP.

Note:

- Please submit all requests (RU, LW, proximity, D-56, etc.) to millarland@millarwestern.com.
- MWFP's firewall will not accept a .ZIP file, so please unzip files before making your submission.

ROAD USE REQUESTS:

Ensure each request includes: client name and contact information; MWFP DLO number(s) and distance(s) to be used; client's disposition number (if available); purpose of use; legal land location where project is to occur; intended project start and completion dates.

LAND WITHDRAWAL and CONSENT REQUESTS:

E-mail millarland@millarwestern.com to request the appropriate consent template.

Submit the completed **FMA** or **CTL/DTL** consent form template as a **WORD** document (.docx or .doc) – this allows MWFP to add in the file number and consent date. MWFP will also make any refinements to the template entries needed to ensure clarity and enhance success with the AER/AEP approval agencies.

Along with the consent form, each submission should include:

- Legal survey plan (or sketch drawing)
- LAT shapefiles (.shp, .shx, .dbf, and .prj, **NOT** .zip)
- LAT report
- EAP document
- Timber salvage form
- EFR documents (when making a non-EAP Crown application)
- Cover letter (optional), if additional information is warranted
- If submission is being made subsequent to a prior MWFP consent, please reference that file number (eg, LU-16-0001).

Under normal conditions, MWFP will review the submission and respond within 5 business days. If there are no conflicts or requirements for additional information, MWFP will return a “completed” consent form in PDF format to the applicant for signing by or on behalf of the client.

The applicant should have the completed consent form signed by an authorized signatory and return the “signed” consent form to MWFP as a PDF.

MWFP will sign and return the “fully executed” consent form to the applicant.

Note: the applicant must provide the Crown disposition number to MWFP, once acquired.

If additional information or assistance is required, please contact MWFP:

Land Use Coordinator at 780-778-2221, ext. 2180 or Land Use Administrator at 780-778-2221, ext. 2163