



**THIRD-PARTY PROCESS TO REQUEST
AGREEMENTS or CONSENTS via;**
millarland@millarwestern.com

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 MILLARLAND PORTAL WILL NOT ACCEPT A ZIP. FILE.**
- **The email “RE: LINE” must be clear on the request topic to assist personal on who should action - Land Withdrawal Consent vs Road Use / Proximity / Encroachment Agreement, etc.**

ROAD USE, ENCROACHMENT, & PROXIMITY 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 REQUEST STEPS:

1. Submit the completed **FMA** or **CTL/DTL** consent form template as a **WORD** document (.docx or .doc).
 - a. **DO NOT PRE-SIGN**, or unlock the protected word template.
2. Please do not place Broker contact information in the APPLICANT Section.
3. MWFP will add in their 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.
4. 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**” PDF consent form to the APPLICANT for signing.
5. Once the “**COMPLETED**” consent form has been signed by the APPLICANT or an authorized signatory, please return it to MWFP as a PDF.
6. MWFP will “**FULLY EXECUTE**” the consent form before sending back to the APPLICANT / broker.
7. **IMPORTANT:** the APPLICANT **MUST** provide the Crown disposition number to MWFP, once acquired.

In addition to the submitted consent form, please include (when available):

- Legal survey plan (or sketch)
- The **UNZIPPED** LAT shapefile (.shp, .shx, .dbf, and .prj) as 4 separate entities.
- LAT report
- EDS document supplement forms
- Timber salvage form
- Cover letter (optional), if additional information is warranted
- If submission is subsequent to a prior MWFP consent, please reference that file number (eg, LU-19-0001).

If the appropriate consent template is required, E-mail millarland@millarwestern.com to request.

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