



LEASE APPROACH ON-LINE APPLICATION



ON-LINE LEASE APPROACH APPLICATION

As of May 1, 2007, the County of Two Hills will implement a new program to allow Oil Companies and their respective land agents to apply for Well Site Lease Approach Development via the Web. The system will provide IMMEDIATE approval to construct based on “Terms and Conditions” for the development of the approach. If these terms and Conditions are not met, the approach will be rejected and complete re-development will be required.

The Oil Company will have the ability to designate companies such as Land Agents to access the system on their behalf. This new on-line system is operated by Roadata Services Ltd and is currently in use in Red Deer County. Any Oil Company already utilizing the system in Red Deer County will not be required to register for the County of Two Hills as access to the system is already in place.

A simple form is to be completed and all survey documents are uploaded into the system. The municipality is notified and the appropriate oil company contact is also notified via e-mail with an “Approval to Construct”.

Lease Approach development application will be \$100 per LSD site developed. The County will invoice the Oil Company at the end of each month for all applications. This will eliminate the need to have a \$100 cheque accompany the application.

If an Oil Company fails to pay the invoice within 30 days, no overweight permit approvals will be granted for any lease controlled buy that Oil Company in the County.

HOW DO YOU APPLY?

It is very simple. Just complete the “Application for On-Line Services” and fax/e-mail this document back to Roadata Services at [403-341-7467](tel:403-341-7467)/nicole@roadata.com. Your information will be input and you will receive an e-mail with a temporary user name and password to access the Roadata system.

HOW DO WE ADD LAND AGENTS?

Once you are on the system, the main Oil Company account can add Land Agents as needed. The Oil Company must add the Land Agent as they are “spending funds” on your behalf.

Oil Companies will be required to complete an “Application for On-Line Services” to establish an account. Oil companies will process applications through the Roadata Services Ltd. web interface. Roadata Services Ltd. (RDS) is acting on behalf of the County of Two Hills to deliver services for various approval and inspection processes. Oil companies will maintain who may act on their behalf, such as land agents, through the RDS web interface.

Oil Companies will have the ability to add and remove companies that are allowed access to funds and will also have the ability to print detailed reports to itemize activity.

E-mails will be sent to the Oil Company Representative to notify of each application processed, inspections performed and when additional funds are required.

INVOICE PROCESS

The County will provide a detailed report to each Oil Company that will itemize all Approach Applications. This invoice will be sent to the oil company at the address indicated on the “Application for On-Line services”. The terms of all payments will be 30 days.

If you have any questions regarding this program please contact the County of two Hills at (780) 657-3358 or Roadata Services Ltd. at (403) 314-9500.

Thank you,

COUNTY OF TWO HILLS

ROADATA SERVICES LTD.