



Development Process

Introduction

This document outlines the official process for obtaining a development permit through the Cochrane Lake Gas Co-op (CLGC). It is designed to guide developers through each step, ensuring compliance with CLGC requirements and facilitating a structured approach to development approvals for new gas infrastructure.

This Development Process applies to all development applications for developments greater than 2 lots. Cochrane Lake Gas Co-op operates on the premise that development should pay for required infrastructure. The 'endeavor to assist' model will be used when appropriate if there are identified future developments by other parties using common infrastructure. Endeavours to assist will be prepared based on development density or unit numbers available at the time of development, and any master plans established by CLGC.

CLGC constructs all gas infrastructure to the lot property line through this development agreement, that would run in parallel to the applicable municipal Subdivision Process. The onsite meter and service installation within the property once the subdivision is complete occurs through a separate process with the lot owner.

Process Overview

The following summarizes CGLC development review process, required to obtain a connection or servicing from the CGLC network to your development.

Pre-application

Before initiating any formal application, developers must engage in a pre-application phase, which entails submitting a pre-application package to Cochrane Lake Gas Co-op (CLGC). CLGC will be available for in person or on-line meetings to review pre-applications. A \$500.00 non refundable fee applies for each pre-application submission.

This package should include the following items from the developer:

Approximate site plan:

- Outline of the development layout and key features. Plans to be submitted using PDF file types, with larger projects submitted on AutoCAD files. A write up explaining the development and how large of a connection is required in the submission.

Proposed land use:

- Description of how the land will be utilized (e.g., residential, commercial) and proposed density.

Applicable subdivision and Gas requirements:

- Specific requirements related to subdivision approvals and gas supply needs.
 - Load survey
 - Number of units

Additional relevant information:

- Any other pertinent details that might impact the project (e.g., environmental assessments, community impact studies).

Additionally, developers are required to consult with CLGC to discuss the specifics of the servicing requirements of their proposed development. This process is essential to ensure alignment with CLGC's requirements and allows for a quick review of any formal application submitted.

Submit Formal Gas Application

After satisfactorily completing the pre-application phase, developers must submit a formal gas application to Cochrane Lakes Gas Co-op (CLGC), along with the required front-loaded payment to cover initial processing fees. This payment is crucial for the application's progression within CLGC's system.

This application should include the information provided in the pre-application phase as well as any further specified information required to process the application. Files can be submitted through the Dropbox on the CLGC website.

Application Process

Once submitted, the formal gas application is processed by the staff of CLGC. This initial processing includes assessments to check for completeness and compliance with established standards and regulations. Incomplete applications will be referred back to the applicant.

The application is reviewed by CLGC or a third-party consultant, depending on the scale and complexity of the project. For larger scale developments, a third-party review is mandated to provide an additional layer of scrutiny, to confirm that all aspects of the proposed development align with the Cochrane Lakes Gas Co-op Master Plan and meet the specific development requirements and expectations of the area.

Development Approval or Feedback

Depending on the review outcomes:

- **If approved:** The process moves towards permit issuance.
- **If not approved:** Formal comments are issued regarding the reasons for refusal, and the applicant must resubmit the application addressing these comments.

Approval & Construction Agreement for Formal Gas Application

Once the application is accepted and all comments are addressed, the developer receives an approval from Cochrane Lakes Gas Co-op (CLGC). Following this approval, the developer is required to enter into a construction agreement. This agreement stipulates that CLGC will construct all the necessary off-site infrastructure, including meter installations and other related works, and all the necessary on-site infrastructure. The costs incurred from this construction will be pre-paid by the developer, based upon an estimate provided in advance to ensure transparency and preparedness for the financial commitments involved. CLGC shall re-imburse the developer for any overpayment based upon the estimate, and the developer shall be responsible for any costs incurred that exceed the estimate.

A formal construction agreement, which outlines the responsibilities and expectations of both the developer and CLGC, must be reviewed and approved by the board of CLGC before any construction can commence. This agreement ensures that all aspects of the construction phase are clearly understood and agreed upon, facilitating a smooth and efficient process. It also serves to protect the interests of both parties, ensuring that the infrastructure development aligns with the approved plans and regulatory requirements. As required, the construction agreement will include terms of any endeavours to assist.

The developer will be required to remit payment of the estimated construction cost to CLGC in advance of construction beginning.

Scheduling

CLGC will arrange construction scheduling in consultation with the developer. CLGC will make efforts to work within the developer's construction schedule, however no assurances are made that the CLGC construction schedule will align with the developers desired occupancy. Engaging CLGC as early as possible in the subdivision process is recommended to prevent broader schedule delays.

Completion

Once the application is accepted and any necessary modifications are addressed, the developer will finalize the construction agreement with Cochrane Lakes Gas Co-op (CLGC). This agreement, which clearly outlines the responsibilities and financial obligations of each party, requires approval from CLGC's governing board to ensure that all activities proceed in compliance with the established plans and regulations. CLGC then constructs and installs the required infrastructure, and commissions and retains ownership of the infrastructure. As a result, no security or warranty period is required of the developer.

This document serves as the official guide for developers seeking to undertake projects within the jurisdiction of the Cochrane Lake Gas Co-op. Adherence to this process is mandatory and ensures a transparent, efficient, and compliant development procedure.